

Board Members
Glenn Trindade Chair
Frank Rossi, Vice-Chair
Todd Alessandri, Clerk
Dennis Crowley, Member
Maryjane White, Member



Medway Town Hall
155 Village Street
Medway, MA 02053
Telephone (508) 533-3264
Fax (508) 321-4988

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

SELECT BOARD

Select Board Meeting

March 4, 2024, 7:00 PM

Sanford Hall, Town Hall

155 Village Street

AMENDED Agenda

7:00 PM

- Call to order; Recitation of the Pledge of Allegiance
- Public Comments

Other Business

1. Appointment Considerations:
 - a. Cultural Council Youth Member – Palak Yadav
 - b. Medway Pride Day Committee - Katherine Hanley
 - c. Memorial Committee – Frank Ward
2. Approval of Minutes: February 5, and February 9, 2024
3. Discussion/Vote: Approval of Community Events Budget Usage by Memorial Committee
4. Authorization to Expend Grant Funds:
 - a. Firefighter Safety Equipment Grant Program - \$18,955
 - b. Green Communities Competitive Grant - \$84,828
5. Presentation: Fire, Police and Town Hall Feasibility Study Report – Gorman Richardson Lewis Architects
6. Approval: Contract with Capra Planning to Execute Baseline Documentation for Town Owned Open Space – Not to Exceed \$22,900
7. Vote: Close May 13, 2024, Special Town Meeting Warrant
8. Vote: Re-open May 13, 2024, Annual Town Meeting Warrant; Insert Energy Resources District Article, Close Warrant, and Refer This Article to the Planning and Economic Development Board
9. Approval: Class II Auto Dealer's License for AAA Auto Brokers – On-Line, Office at **89** Main Street
10. Discussion: Unaccounted for Water Loss and Charles River Pollution Control District Volume Update
11. Discussion: Water Projects Status Update
12. Approval: Complete Streets Policy
13. Discussion/Vote: Intent to Award High School Track and Field Reconstruction Project
14. Discussion/Vote: Acceptance of Massachusetts General Law Chapter **166**, Section 32A, Allowing Electrical Inspectors to Work for Hire in the Town in Which They Are Appointed
15. Action Items from Previous Meeting
16. Town Manager's Report
17. Select Board Reports

For more information on agenda items, please visit the Select Board's page at www.townofmedway.org

Upcoming Meetings, Agenda and Reminders

March 2, 2024 --- Budget Workshop

March 4, 2024 - Regular Meeting

Members of the public may watch the meeting on:

- Medway Cable Access - Channel 6 on Comcast Cable
- Medway Cable Access - Channel 35 on Verizon Cable
 - <https://www.facebook.com/medwaycable/>
- <https://livestream.com/medwaycableaccess/selectboard>

AGENDA ITEM

#1

Appointment Considerations:

- **Cultural Council Youth Member – Palak Yadav**
- **Medway Pride Day – Katherine Hanley**
- **Memorial Committee – Frank Ward**

Associated back up materials attached:

- *Cultural Council Chair's recommendation for Palak Yadav*
- *Cultural Council Youth Member description with application requirements*
- *Cultural Council candidate's resume*
- *Cultural Council candidate's statement*
- *Medway Pride Day candidate's statement of interest*
- *Medway Pride Day Chair's recommendation*
- *Memorial Committee candidate's statement of interest*
- *Memorial Committee's recommendation*

Proposed Motions on the following page:

Proposed Motions:

I move that the Board appoint Palak Yadav to the Cultural Council for a three-year term.

I move that the Board appoint Katherine Hanley to the Medway Pride Day Committee for a one-year term.

I move that the Board appoint Frank Ward to the Memorial Committee for a term expiring on June 30, 2024.

Cultural Council Chair's Recommendation for Palak Yadav

From: Jordan Warnick

Sent: Monday, December 18, 2023 2:40 PM

To: Liz Langley <llangley@townofmedway.org>

Subject: [External] Youth Member for Medway Cultural Council

Hi Liz,

I am attaching the application we used to recruit a Youth Member for the Cultural Council along with the response we received from one student, Palak Yadav. This student appeared at our November 21 meeting and impressed our council, which voted unanimously to forward her name and credentials to the Select Board for appointment.

Could you please let us know if and when she can appear before the Select Board with myself and one or more additional council members. If there are any additional questions, please let me know.

Jordan



Volunteer Opportunity

Medway Cultural Council Youth Member (Non-voting)

The Organization: The Medway Cultural Council (MedCC), a municipal entity, supports public programs that promote access, education, diversity and excellence in the arts, humanities, and interpretive sciences by offering grant funding, program development, and educational opportunities. Some examples of the programs we have developed and sponsored include Ms. Moffat's Annual Pixie Festival, the painted electrical boxes around Medway, CanMan's painted murals in Choate Park, the Medway Family Concert, Art in the Park, the Medway Diwali Festival!

Position Summary: MedCC seeks to appoint a youth member with a passion for the arts, humanities, and interpretive sciences, who is motivated to plan and develop various programs and events. With this appointment, we strive to increase youth engagement in the community and strengthen MedCC's collective portfolio of skills with a fresh perspective.

Time commitment: MedCC meets 1-2 times a month for 1-2 hours. In addition, the Youth Member must commit a minimum of 3 hours each month during their one-year term. *MedCC is willing to work with the appointed Youth Member to complete documents for volunteer hours or provide recommendation letters.*

Key Responsibilities:

- Identifying strategies to encourage youth attendance and to grow participation in MedCC events and programs.
- Develop and present ideas for programs and activities that aim to accomplish the mission of MedCC.
- Assisting MedCC members in managing projects, running events and/or designing and maintaining MedCC's website and social media platforms.
- Attending at least two (2) MedCC events and programs; and
- Promoting an environment of diversity through understanding, respect, and positive communication with persons of various racial, ethnic, economic, and cultural backgrounds.

Minimum Eligibility Requirements: High School junior or senior; resident of Medway

Key Skills: Creative ideas generation and problem-solving skills; a keen interest in promoting Arts/Sciences to influence positive change in our community; and a team player who is simultaneously capable of respectfully voicing divergent opinions and collaborating with MedCC members.

Application Materials: Email (medwayculturalcouncil@gmail.org) your resume and/or a letter of interest (500 words max.) explaining what you would bring to this position, if appointed.

Diversity, Equity, and Inclusion: Fostering a culture of diversity, equity and inclusion is essential to our mission. MedCC does not discriminate against applicants, individuals or programs based on ability, ethnicity, race, religion, sexual orientation, gender identity, socio-economic status, or any other protected class. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the requirements. We encourage individuals who believe they have the skills necessary to thrive in this position to apply.

Palak Yadav - Medway Youth Culture Council Statement of Interest

Last year, I spent the summer with my grandparents in a small village in the Northern region of India. My grandma is a gifted artist, especially in Madhubani paintings, a tradition passed down through the generations in Mithila. I had the honor of learning it from her during our peaceful afternoons under the Banyan tree. From portrayals of religious ceremonies to everyday chores, each Madhubani painting narrates rich stories. Looking at the paintings, I was intrigued by how different designs grew out of different social classes. The paintings in Mithila's upper-caste regions usually depicted religious scenes and were found in sacred places, while the paintings in lower-caste regions were full of day-to-day activities such as farming and were found throughout the village.

This whole experience motivated me to explore the world around me through a new lens and learn beyond the traditional, and often Eurocentric, curriculum at my school. Now, I spend time outside of my history class examining artwork and literature from different eras—unspooling what art shows about the morals of its time. I have lived in 5 different cities and towns, and seen all sorts of good and bad. The stories and voices we choose to highlight in films and exhibitions speak volumes about the larger context of our time. They say something about the narratives we most value.

As a part of the Medway Cultural Council, I want to uplift stories that fall through the cracks. I want to foster a community bonded over shared values of kindness and respect for all. Last year, I started a club at MHS called Diversify Our Narrative to create a school culture where all voices are seen, heard, and valued. Through relentless outreach and advocacy, we were able to unite a group of 50 students and 12 educators to support our work. We organized student panels, Heritage Month awareness, anti-bias workshops library read-aloud, and more. I am also committed to bringing beyond just my town, and I serve on the National Diversify Our Narrative team, helping other students around the country mobilize DEI efforts in their communities. As a member of Project 351, a non-profit organization that unites unsung leaders from across the state, I am grateful to learn from changemakers from different walks of life and advocate for a better future through service projects and panels with leaders such as Governor Healy and Secretary of Education Tutwiler.

By using my experience in grassroots organization, I want to leverage the youth force in the town to foster our vision of the beloved community. I want to organize community events that highlight diverse cultures through art, music, history, and more. Additionally, I want to work with educators to integrate culturally responsive lessons, as it is especially important for the youth to learn about different cultures and communities, and also see their identities valued in their environment.

Every child deserves to feel seen, heard, and valued. I know for me, it made all the difference. By looking past labels to see people, we can use our differences as a source of strength and rise together.

Palak Yadav

Driven and diligent high school student interested in public policy and catalyzing positive social change to create an inclusive and equitable future. Experienced in advocacy and mobilization across 3 states and 2 countries.

EXPERIENCE

Project 351 Alum

01/2021 - PRESENT

Statewide organization that energizes Massachusetts youth to be positive catalysts for community building and social change by selecting one student from each town in MA.

- Unite a group of ambassadors (around 4-7) to lead service projects in town; raised over 480 gallons of clothing and created over 750 packages for veterans and 400 welcome bags for educators; Engage the community in unique service initiatives
- Provide mentorship and encouragement for the new class of leaders on their service journey
- Advocate for equitable student services on panels with [Governor Maura Healy](#), Secretary of Education Tutwiler, and Attorney General Campbell
- Developing masterful collaboration, community-building, and visionary leadership skills

Diversify Our Narrative Executive Director of Communications

09/2022-PRESENT

- a student-led organization fighting for racial justice through district-based advocacy for equitable representation
- help students set up chapters in their districts and advise them as they work towards increasing representation in their schools. Work to spread the mission of integrating anti-racist representation in education systems worldwide through constant emails, meetings, social media campaigns, and community connections.
- Locally: recruited over 50 students and have worked with over 40 teachers, community members, and administrators; created safe space for students to share concerns, represent student voices on the School Committee, facilitate social media campaigns on cultural awareness, and organize assemblies

Senator Robyn Kennedy of Worcester District Intern

08/2023-PRESENT

- Conducting a policy research project on ethnic studies, public art, and supporting marginalized youth
- Collaborating with Worcester Refugee Assistance Project to organize theater and creative expression workshops for youth and establishing a podcast to highlight unsung experiences
- Future projects: invite government legislation to youth events to highlight the importance of greater investment in creative arts education and supporting marginalized communities; organizing movement and expression programs for incarcerated youth

Boston Celtics Playbook Initiative Trainer

03/2021-PRESENT

- an anti-discrimination and bias-prevention program that equips high school students with skills to lead workshops for middle-school students
- Receive in-depth training and coaching from both Celtics and Project 351 staff to facilitate courageous conversations
- inspire and mentor more than 70 eighth-grade Ambassadors in their development as bridge builders and change makers. Future goal: organize workshops across school districts and advocate for ethnic studies in schools.

Education

Mass Academy of Math and Science | Worcester, MA

2023-PRESENT GPA: 4.0

Medway High School | Medway, MA

2021-2023 GPA: 4.0

Student Council Vice President, Class Secretary, School Committee Student Chair

Medway, MA

SKILLS

Community Building
Advocacy
Mobilization Work
Public Speaking
Science Research
Leadership
Problem-Solving
Attention to Detail

AWARDS

Princeton Prize in Race
Relations Certificate

Medway Schools Community
Service Recognition

International Rotary Club
Youth Painting Challenge -
2nd place

Junior Breakthrough
Challenge Ranked Globally
Top 20%

Student of the Month
Citation from Massachusetts
House of Representatives

LANGUAGES

English, Hindi, Spanish

Volunteer

Dance Mentor (every summer)

Teach dance at under-resourced schools in India and to youth with disabilities

Sparked joy and drive for service and formed meaningful connections

Medway Pride Day Committee Chair Recommendation for Katherine Hanley

From: Kristen Salera

Sent: Sunday, February 25, 2024 7:44 AM

To: Liz Langley <llangley@townofmedway.org>

Subject: [External] Katherine Hanley-Co-Chair for Medway Pride Day Committee.

Liz,

I would like Katherine Hanley to be appointed as Co-Chair to Medway Pride Day committee. I believe she will be a valuable asset to the committee.

Please let me know if you need anything else.

Thanks,

Kristen Salera

E-mail of Interest – Katherine Hanley – Medway Pride Day Committee

From: **Katherine Hanley** <Katherine.Hanley@shaws.com>

Date: Fri, Feb 16, 2024 at 2:13 PM

Subject: Re: Medway Pride Day

To: Kristen Salera

Good afternoon Kristen,

It was great speaking with you today about being appointed Co-Chair. Shaw's has a long history of being involved in community events and I would love to be able to be more involved this year. Having the opportunity to be part of helping and organizing great events in this town and with the schools would mean a lot to myself and my team.

Thank you for your time.

Katherine Hanley

Store Director
Medway #1430

From: Katherine Hanley

Sent: Friday, February 16, 2024 1:30 PM

To: Kristen Salera

Subject: Medway Pride Day

Good afternoon,

I saw on the town website that you are looking for a Co-Chair for the pride day event. If you are still looking, I would love to help! Please let me know.

Thank you,

Katherine Hanley

Store Director

Medway #1430

E-Mail of Interest: Frank Ward – Memorial Committee

To: Select Board <SelectBoard@townofmedway.org>

Subject: [External] appointment to memorial day committee

Some people who received this message don't often get email from sklonowski@yahoo.com. [Learn why this is important](#)

Mr. Boynton,

I would like to be considered for the vacant Memorial Day committee position. I am a resident of 53 West St. in Medway. I work for the Massachusetts Water Resource Authority and 24 member of the United States Navy.

Respectfully,

Frank Ward

Memorial Committee Recommendation – Frank Ward Appointment

From: Richard Parrella

Sent: Thursday, February 15, 2024 10:15 AM

To: Liz Langley <llangley@townofmedway.org>

Subject: RE: [External] appointment to Memorial Committee

Hello Liz.

Thank you for your email.

You have my approval and that of the Memorial Committee.

The committee knows Frank well, and he has been very helpful the past several years with Memorial Day and Veterans Day ceremonies.

He has an extensive list of qualifications!

In fact, I sent Mr. Boynton and email a number of weeks ago listing them.

If you require anything more, please do not hastate to contact me.

Regards

Richard

AGENDA ITEM

#2

Approval of Minutes:

February 5, and February 9, 2024

Associated back up materials attached:

- *February 5, and February 9, 2024, draft minutes*

**Select Board Meeting
February 5, 2024 – 7:00 PM
Sanford Hall
155 Village Street**

Present: Frank Rossi, Vice-Chair; Todd Alessandri, Clerk; Dennis Crowley, Member; Maryjane White, Member.

Absent: Glenn Trindade, Chair.

Staff Present: Michael Boynton, Town Manager; Peter Pelletier, Department of Public Works (DPW); Sandra Johnston, Communications Director.

Others Present: Planning and Economic Development Board (PEDB): Andy Rodenhiser, Chair, Sarah Raposa, Vice Chair, Timothy Harris, Clerk, John Parlee, Member; Sasha Vinton, PEDB Candidate; Adam Kaufman, Zoning Board of Appeals (ZBA) Candidate; TEC, Inc: Sam Gregorio, Consultant.

At 7:01 PM, Mr. Rossi called the meeting to order and led the Pledge of Allegiance.

Public Comments: Steven Brody of 39 West Street came to show the photo of Glen Brook Way and the impact of the parking lot lights on his back yard. He noted that this could happen to anyone's back yard as this building was designated as a residential building and all the bylaws that protect you are no longer valid. He stated that the building was not designed properly. Ms. White asked about the bylaw. Mr. Brody explained the specific bylaw. He further stated that they must leave the lights on all night per their insurer. Ms. White asked who enforces this. It was noted the Building Commissioner is the Zoning Enforcement Officer. Mr. Crowley asked if this issue is due to this being a 40B. Mr. Boynton stated no. He said that Mr. Brody filed an appeal of the Building Commissioner's decision noting that he has also sent this to the state Housing Appeals Committee (HAC). It was noted that this appeal is going before the ZBA this Wednesday. Mr. Crowley asked if they are exceeding the lighting bylaws. Mr. Boynton stated that the Building Commissioner stated that this meets existing bylaws. Mr. Brody stated that that is not correct as the Building Commissioner's decision was based on this being a residential building abutting a residential building. It was noted that Glen Brook is applying for a waiver to the bylaw relative to lighting. There was discussion on who and how measurements of the lighting were done. Mr. Crowley asked who is on the HAC. Mr. Boynton answered that is a state organization.

Joint Appointment Consideration: Planning and Economic Development Board (PEDB) Associate Member – Sasha Vinton

The Board reviewed the candidate's resume.

Mr. Rodenhiser called the PEDB meeting to order at 7:16pm. He stated that Ms. Vinton expressed an interest in this position and had spoken with Ms. Raposa. He reviewed her background noting that her perspective based on her background would be beneficial and that the PEDB supports her appointment. Mr. Rossi asked what the role of the Associate Member is. Mr. Rodenhiser stated that the Associate Member can vote on special permits if there is not a quorum of full members. Ms. Vinton stated she has lived in Town for six years on Village Street and reviewed her background noting she would like to volunteer for the Town.

Mr. Alessandri moved that the Board appoint Sasha Vinton to the PEDB as an Associate Member for a two-year term. Ms. White seconded. Discussion: Ms. Raposa stated that she has already added value at the meeting she attended. Mr. Crowley asked who is up for re-election. Mr. Rodenhiser stated Ms. Chabot who is not interested in running again. Mr. Crowley asked if Ms. Vinton would be interested in running. Ms. Vinton confirmed. Mr. Rodenhiser stated that it is an issue of bandwidth for Ms. Chabot.

It was voted by roll call:

Select Board: Alessandri aye; Crowley aye; Rossi aye; White aye. VOTE: 4-0-0

PEDB: Harris aye; Parlee aye; Raposa aye; Rodenhiser aye. VOTE: 4-0-0

At 7:21 PM Ms. Raposa moved to adjourn the PEDB meeting. Mr. Parlee seconded. No discussion. VOTE: 4-0-0.

Approval of Minutes: January 16, 2024

The Board reviewed the draft minutes of January 16, 2024.

Mr. Alessandri moved that the Board approve the minutes of January 16, 2024. Ms. White seconded. No discussion. VOTE: 4-0-0.

Appointment Consideration: Zoning Board of Appeals (ZBA) Associate Member – Adam Kaufman

The Board reviewed the candidate's resume.

Mr. Kaufman stated he has been a resident his whole life, both his children went through Medway Public Schools, he has time on his hands, ZBA members reached out to him, he works for TJX, and would like to donate some time back to the Town. Mr. Rossi felt he was extremely qualified. The Board thanked him for volunteering in this capacity.

Mr. Alessandri moved that the Board appoint Adam Kaufman to the ZBA as an Associate Member for a three-year term. Ms. White seconded. No discussion. VOTE: 4-0-0.

Authorization to Expend Grant Funds: Massachusetts Electric Vehicle Incentive Program (MasseVIP) Public Access Charging (PAC) Grant - \$9,440

The Board reviewed the (1) Notice of Grant Award Form, (2) memo from Stephanie Carlisle, (3) award notification letter, and (4) agreement

Mr. Pelletier stated this is for a charging station at the police station. They have a hybrid vehicle and a plug-in electric vehicle. Ms. White asked if this will be accessible to the public. Mr. Boynton confirmed. Mr. Alessandri asked if this amount covers the entire project. Mr. Pelletier confirmed.

Mr. Alessandri moved that the Board authorize the expenditure of the MasseVIP PAC grant and authorize the Vice-Chair to execute the agreement as presented. Ms. White seconded. Discussion: Mr. Crowley asked for confirmation that the amount of \$9,440 is with two ports. Mr. Pelletier stated it is one station with two ports. **VOTE: 4-0-0.**

Approval: Water Treatment Plant Contract Change Order Number 11 for Ductbank Rerouting - \$92,308.17

The Board reviewed change order number 11.

Mr. Pelletier stated this was the change order discussed at the prior Select Board meeting. Mr. Rossi thought that it was around \$80,000. Mr. Boynton explained the process that occurred to arrive at this

cost. Mr. Crowley noted that the actual cost was more, but we had a credit. Mr. Rossi asked what was left in the contingency. Mr. Boynton stated \$700,000 and change. Mr. Rossi asked how far along the project is at this time. Mr. Pelletier stated seventy percent. Mr. Boynton explained the outstanding water projects noting we are targeting Spring Town Meeting for funding. He stated that it will be a repurposing of funds for these projects. He noted that we will then be done until the state decides how Per- and Polyfluoroalkyl Substances (PFAS) will be managed. He noted that the Lovering Street tank is the next project, and then water main work at the Sunset Drive and Florence Circle area. Mr. Boynton stated that in addition to the discussion of the status of the water project, the Board should review the five-to-ten-year upcoming projects. Mr. Rossi asked if we have any idea about the timeline on the PFAS decision. Mr. Pelletier stated in the next month or so. Mr. Rossi asked about the cost relative to add this treatment. Mr. Boynton stated it depends on the final decision by the state. Mr. Pelletier stated that a testing process will need to be done first to determine the required equipment and the size of the equipment.

Mr. Alessandri moved that the Board approve and authorize the Vice-Chair to execute the water treatment plant change order number 11 as discussed. Ms. White seconded. No discussion. VOTE: 4-0-0.

Approval: Contract with Trademark Plumbing & Heating, Inc. for Plumbing Services – Not to Exceed \$60,000

The Board reviewed the (1) memo from Peter Pelletier, (2) bid results, and (3) contract.

Mr. Pelletier stated this is for on-call plumbing services for Town buildings. They were the only bidder, their references were very good, and we have had good experience working with them in the past. Mr. Alessandri asked if the \$60,000 was budgeted. Mr. Pelletier confirmed.

Mr. Alessandri moved that the Board approve and authorize the Vice-Chair to execute the contract with Trademark Plumbing & Heating, Inc., as presented. Ms. White seconded. No discussion. VOTE: 4-0-0.

Presentation/Discussion: Complete Streets Prioritization Plan

The Board reviewed the (1) PowerPoint presentation, (2) prioritization plan, and (3) map.

Mr. Pelletier stated we hired TEC to assist with this process noting this was grant money from the Massachusetts Department of Transportation (MassDOT). Mr. Pelletier stated that he is working on the policy which is Tier 1. Mr. Gregorio stated the prioritization plan is the second part of Complete Streets. Tier 3 is providing a project to MassDOT for funding consideration. He noted that we try to keep the cost at \$500,000 as that is the maximum amount provided for a project. Mr. Crowley asked if we need to do the engineering and design first before submitting the plan. Mr. Gregorio stated that was not necessary, just the project plan is submitted. He explained how the grant funding would work. It is a reimbursable grant where the Town expends the funds and then receives reimbursement. Mr. Gregorio noted that there is a high probability that the Town would receive the grant. He noted that the state is looking for where the biggest bang for the buck is for the Town, i.e., new sidewalks, etc. Mr. Boynton noted that Milford Street would be a priority based on flooding and accident data, but this would cost \$15 million. Mr. Gregorio noted that there is a current list of twenty projects, and this is a living/working document. Mr. Rossi asked if we are bound by these twenty projects based on the February 29th due date for submission. Mr. Gregorio stated no. Mr. Crowley stated that the Select Board has not had a chance to look at this. It was noted that Tier 1, the policy, and Tier 2, the prioritization plan, are both being submitted at the same time. MassDOT has a thirty-day review period to make a decision. Mr.

Gregorio stated that the Select Board should review the plan and note if there is anything that should be added. Prioritization is based on how each project would most benefit the Town regardless of the project cost. There was discussion on the best process for Select Board feedback. It was noted that the list provided to the Board at this meeting was not prioritized. Mr. Gregorio stated the prioritized list will be sent to the Select Board tomorrow morning. Mr. Rossi stated that once the prioritized list is sent to the Select Board, they can review it and then provide feedback. Mr. Boynton requested to list the projects by priorities for projects that cost under \$500,000 and those that cost above \$500,000. Mr. Rossi requested when the prioritized list goes out to include instructions to rank their top five and any additional projects. Mr. Rossi asked if this was part of the Master Plan. Mr. Boynton confirmed.

Discussion/Vote: VFW Lease – Decrease Rent from \$2,500 to \$1 and End Lease on December 31, 2024
The Board reviewed the lease.

Mr. Boynton stated that this is what the Board previously discussed in Executive Session noting there was a meeting with the VFW. We received an e-mail late today from the VFW that stated that the state must sign it. He noted that the lease was reviewed by Town Counsel. Ms. White asked what happens to those leasing the VFW now. Mr. Boynton stated the VFW is dealing with them directly. It was noted that the VFW is responsible for payment of all utilities. Mr. Boynton stated that he will contact the state for clarification on who is responsible to sign the lease. It was noted that they can continue to book events until November 30, 2024. Mr. Crowley noted that Town functions are available for free.

Mr. Alessandri moved that the Board approve and authorize the Vice-Chair to execute the VFW lease as discussed. Ms. White seconded. No discussion. VOTE: 4-0-0.

Mr. Crowley noted that the Facilities Committee will be meeting this Wednesday to discuss how to move forward with this property.

Action Items from Previous Meeting

The Board reviewed the action items dated January 16, 2024.

Unaccounted for water loss status report & CRPCD Volume Report: This was moved to the first Select Board meeting in March.

Medway Plaza Redevelopment: Mr. Crowley asked if this has been resolved. Mr. Boynton stated it will go back to the PEDB to redo the site plan based on the agreed upon changes. Mr. Crowley asked to have an update once this has been completed. Mr. Boynton stated that he will ask Ms. Saint Andre to present this to the Select Board once completed by the PEDB.

Town Manager's Report

There were no items for the Board to review.

FY25 Budget Update: Mr. Boynton reported we are close to a final budget noting we are still waiting on meeting with Millis to discuss the Animal Control budget, i.e., vehicle replacement, as well as looking at providing additional funding to Camp Sunshine. He reported that two of the three collective bargaining agreements have been approved and the third should be approved this week. He noted that we will need a special meeting of the Select Board this Friday morning in Executive Session to review these agreements.

Snow & Ice Update: Mr. Boynton shared the updated snow and ice budget noting \$246,000 has been spent and we have under \$300,000 available for the rest of the year.

Memorial Roof Estimates: Mr. Boynton stated the Memorial School roof is \$1million over what was anticipated. It was noted that the facility stabilization fund would be utilized.

Hanlon Track & Turf – Out to Bid: Mr. Boynton stated the bids will be opened in two weeks. Mr. Crowley asked about the planned funding. Mr. Boynton stated that this would be a borrowing. Mr. Crowley asked why not use the capital reserves and borrow on the next project. Mr. Boynton noted that this would be considered.

Cassidy Parking Lot – Mr. Pelletier stated there were four bidders for this project, noting the lowest bidder came in at \$450,000.

Medway Energy Center – Commencing Host Community Agreement (HCA) Discussions: Mr. Boynton stated the second battery storage project is interested in beginning HCA discussions. The first meeting is scheduled for Monday, February 12, and he is requesting that Mr. Crowley and Mr. Trindade participate.

Town Pool: Mr. Boynton stated that there is a meeting next Tuesday to talk about this concept with the residents that presented this. Mr. Crowley asked to think about including him as he is a potential member of the facility committee.

Presidents Day Holiday – Monday, February 19 – Town Offices Closed: Mr. Boynton stated that Town offices will be closed for this holiday.

Mr. Boynton stated that we may need an additional meeting in February possibly the last week.

Town Manager Out of Office: Mr. Boynton stated he will be out of the office as follows:

- Town Manager Vacation – February 21 – February 23

NEXT Select Board Meeting – To be determined.

Select Board's Reports

There were no items for the Board to review.

Mr. Alessandri gave a shout out to indoor track, noting there are four or five new school records, one in women's shot-put, one in men's shot put, and he noted that the women's indoor track team is undefeated.

Mr. Crowley reported on the meeting with the school regarding their budget, noting they are working on the five-year projection and Mr. Rossi asked for more back-up information, which will be provided. He stated that they were very accommodating. He noted that both he and Mr. Rossi agreed with most items. It was noted that they will be able to balance the budget for Fiscal Year 2025. Mr. Rossi noted that they are stating that Fiscal Year 2026 will be a challenge.

Mr. Rossi stated that the pay to ride transportation program was approved by the School Committee. Mr. Crowley stated they will be using \$178,000 from pay to ride to balance their budget. Mr. Rossi stated that the \$178,000 is an estimate and they are not sure how it will actually work out. Mr. Rossi stated the costs are \$250 for the first student, \$150 for each additional student with total family cost of

245 not more than \$550. Mr. Crowley stated that the radius increased from 1 mile to 2 miles noting that all
246 students, grades 7 to 12, must pay.

247
248 Mr. Crowley asked Mr. Boynton to find out the status of solar panels on the McGovern School roof.

249
250 Mr. Boynton stated there are two legislative breakfasts scheduled. One will take place at the Library on
251 March 9th or 10th. The following week is a Southwest Advisory Planning Committee (SWAP) breakfast.
252 He noted that we do not have one set up as has been customary because he was informed the
253 legislators could instead come to a regularly scheduled Select Board meeting. Mr. Crowley stated he
254 prefers that. There was discussion about state funding.

255
256 **At 8:52PM, Mr. Alessandri moved that Board enter Executive Session to vote to approve and release**
257 **Executive Session minutes for Reason Exemption 6: To consider the purchase, exchange, taking, lease,**
258 **or value of real property if such discussion may have a detrimental effect on the negotiating position**
259 **of the governmental body and the vice-chair so declares with no intention of returning to open**
260 **session. Ms. White seconded. It was voted by roll call: Alessandri aye; Crowley aye; Rossi aye; White**
261 **aye. VOTE: 4-0-0.**

262
263
264 Respectfully submitted,
265 Liz Langley
266 Executive Assistant
267 Town Manager's Office

Select Board Meeting
February 9, 2024 – 8:30 AM
Sanford Hall
155 Village Street

Present: Glenn Trindade, Chair Frank Rossi, Vice-Chair; Todd Alessandri, Clerk; Maryjane White, Member.

Absent: Dennis Crowley, Member

Staff Present: Michael Boynton, Town Manager; Allison Potter, Asst. Town Manager; Carol Pratt, Finance Director.

At 8:30AM, Mr. Trindade called the meeting to order and led the Pledge of Allegiance.

Public Comments: There were none.

At 8:31AM, Mr. Alessandri moved that the Board enter Executive Session for Reason Exemption 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares [Police, Fire, and Municipal Union Collective Bargaining Agreements], with the intention of returning to open session. The Chair so declared. Mr. Alessandri seconded. It was voted by roll call: Alessandri aye; Rossi aye; Trindade aye; White aye. VOTE: 4-0-0.

At 8:45 AM, the Board returned to open session.

Mr. Trindade noted that Mr. Crowley was absent from this morning's meeting for personal reasons.

Vote: Approval of Police, Fire, and Municipal Union Collective Bargaining Agreements

The Board reviewed the Police, Fire, and Municipal Union Collective Bargaining Agreements

Mr. Alessandri moved that the Board vote to approve the negotiated collective bargaining agreement with the Medway Permanent Firefighters Association as presented and to authorize the Town Manager to execute the contract and any associated side letters required during the term of the agreement. Ms. White seconded. No discussion. VOTE: 5-0-0.

Mr. Rossi asked for an explanation of the side letter. Mr. Boynton stated that if something comes up after an agreement is approved, a side letter will address necessary and agreed upon changes that will ultimately be incorporated into the next agreement. He gave as an example the terms for the firefighter promotional exam and the creation of the water treatment plant operator position, which are now incorporated into these collective bargaining agreements.

Mr. Alessandri moved that the Board vote to approve the negotiated collective bargaining agreement with the Medway Police Association as presented and to authorize the Town Manager to execute the contract and any associated side letters required during the term of the agreement. Mr. Rossi seconded. No discussion VOTE: 3-0-1 (Ms. White abstained).

50 **Mr. Alessandri moved that the Board vote to approve the negotiated collective bargaining agreement**
51 **with the Medway Public Employees Local Union as presented and to authorize the Town Manager to**
52 **execute the contract and any associated side letters required during the term of the agreement. Ms.**
53 **White seconded. No discussion. VOTE: 4-0-0.**

54
55 **Vote: Close May 15, 2024 Annual Town Meeting Warrant and Refer Zoning Articles to the Planning**
56 **and Economic Development Board**

57 *There were no materials for the Board to review.*
58

59 Mr. Boynton explained that this vote will close the warrant on the 20th. Mr. Rossi asked what happens if
60 something comes up after the 20th. The answer was that the warrant would be re-opened again to
61 include needed articles. Mr. Boynton mentioned that Amy Fair contacted him about the potential for a
62 bylaw requiring public participation for all boards and committees.

63
64 **Mr. Alessandri moved that the Board vote to close May 15, 2024 Annual Town Meeting Warrant and**
65 **refer the zoning articles to the Planning and Economic Development Board on February 20, 2024. Ms.**
66 **White seconded. No discussion. VOTE: 4-0-0.**

67
68
69 **At 8:50AM, Mr. Alessandri moved to adjourn. Ms. White seconded. No discussion. VOTE: 4-0-0.**

AGENDA ITEM

#3

Discussion/Vote: Approval of Community Events Budget Usage by Memorial Committee

Associated back up materials attached:

- *Email from Richard Parella*

Proposed Motion:

I move that the Board approve the Memorial Committee's usage of the Community Events Budget in an amount not to exceed \$1,500, as discussed.

Memorial Committee Request for Funds for Memorial Day from Community Events Budget

From: Richard Parrella

Sent: Wednesday, February 21, 2024 2:47 PM

To: Liz Langley <llangley@townofmedway.org>

Subject: [External] RE: 3.4.24 Select Board Mtg Request for Usage of Community Events Budget Line

Hi Mz. Langley

For the past several years the Medway VFW has purchased T-Shirts for the Medway High School Band to march in the Memorial Day Parade.

This amounted to \$600.00.

The VFW also provided a collation to parade participants, after our parade and ceremonies.

This is estimated to be \$500.00 - \$1,000.00, depending on attendance.

Because the VFW has financial difficulties, they are no longer able to support these items for Memorial Day.

The budget of the Memorial Committee was reduced from \$4,500.00 to \$4,000.00 at the annual Town Meeting last May.

There are no funds in our budget to provide for these items.

Practically all of our expenses occur from March 15 to June 30 each year.

I have spoken with Sarah Bateman, Veterans Agent who stated she has no discretionary funds available to help.

I have also spoken with the Ma. VFW Quartermaster about available funds and he has stated no funds are available.

In addition, I have emailed Amanda Webster, MHS Band Director requesting assistance, several weeks ago, but have not yet received a response.

Finally, I have spoken with Karen Marshall, caterer at the VFW, who said she would try to assist us, but could not state to what degree at this time.

Sorry for the long dissertation, but I believe an explanation is justified.

Bottom line, is we may need up to \$1,500.00.

Regards

Richard A. Parrella

Sec./Treas., Memorial Committee

AGENDA ITEM

#4

Authorization to Expend Grant Funds:

- **Firefighter Safety Equipment Grant Program - \$18,955**
- **Green Communities Competitive Grant - \$84,828**

Associated back up materials attached:

- *Notice of grant award forms*
- *Grant award letters*

Proposed Motions:

I move that the Board authorize the expenditure of the Firefighter Safety Equipment grant as presented.

I move that the Board authorize the expenditure of the Green Communities Competitive grant as presented.

**TOWN OF MEDWAY
NOTICE OF GRANT AWARD**

DEPARTMENT: Fire Dept. DATE: 2/7/2024

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Michael Fasolino

NAME OF GRANT: Firefighter Safety Equipment Grant

GRANTOR: Executive Office of Public Safety & Security/ Department of Fire Services

GRANT AMOUNT: \$18,955.00

GRANT PERIOD: 02/2024-06/2024

SCOPE OF GRANT/ Equipment

ITEMS FUNDED Li-Ion Battery Storage Drum, Emergency E plugs for Electric Vehicles

6 SCBA Facepieces, Set of Lifting Airbags, 1 Rescue coldwater suit,

Holmatro Forced Entry Tool

IS A POSITION BEING
CREATED: No

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? _____

ARE MATCHING TOWN
FUNDS REQUIRED? No

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS
TO BE USED:

ANY OTHER EXPOSURE TO TOWN?

No

SELECT BOARD: _____

ACTION DATE _____

**DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE GRANT APPROVAL
TO THE TOWN MANAGER'S OFFICE FOR APPROVAL BY THE SB TO EXPEND
THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT MGL 44 S53A**

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

February 6, 2024

Chief Jeff Lynch
Town of Medway
44 Milford Street
Medway, MA 02053

Dear Chief Lynch,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Town of Medway Fire Department \$18,955.00 in State Fiscal Year 2024 funding for the Firefighter Safety Equipment Grant Program.

With each new challenge, the fire service in Massachusetts demonstrates its ability to adapt, overcome, and continue providing the excellent level of services that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The contract, terms and conditions, and other award documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov.

Sincerely,

Handwritten signature of Maura T. Healey in blue ink.

GOVERNOR MAURA T. HEALEY

Handwritten signature of Kimberley Driscoll in blue ink.

LT. GOVERNOR KIMBERLEY DRISCOLL

Department of Fire Services and the Town of Medway FY24 Firefighter Equipment Grant Agreement Scope of Work and Budget

Authorization: This grant is awarded by the Executive Office of Public Safety through the Department of Fire Services' FY24 Firefighter Safety Equipment Grant program for the purchase of firefighter safety equipment in accordance with the Acts of 2020 chapter 151 2D, the Department of Fire Services Earmark and Grants policy and procedures, and CMR 815, 2.00 State Grant Regulations.

Grant Project Description: Purchase of firefighter safety equipment as listed in the budget section of this Scope of Work.

Grant Manager: The MA Department of Fire Services and the grantee will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the grantee to ensure successful completion of the grant, will consult with the grantee to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The grantee's grant manager will serve as the interface between the MA Department of Fire Services and all grantee personnel participating in this program, will maintain the Scope of Work and Budget in consultation with the MA Department of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The grantee's grant manager is Deputy Chief Michael Fasolino who can be reached at: 44 Milford Street Medway, MA 02053, tel 508-533-3211, email: Mfasolino@townofmedway.org. The MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: David.Clemons@mass.gov.

Budget: The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds. The grant funds must be used to purchase the following approved firefighter safety equipment.

Grant Award:

Department	Description of allowable Equipment
Town of Medway	Li-Ion Battery Storage Drum Roadway/Highway Safety Equipment Individual SCBA Facepiece Cold Water Immersion Suit/Dry Suit Extrication Tools including Spreaders, Cutters, Rams, Accessories Lifting Air Bag
Total Award	\$18,955.00

Reimbursement Request Process: The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

Period of Performance: Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient. Expenses incurred prior to execution of a contract **will not** be eligible for reimbursement through this program.

Grant recipients must take delivery of equipment no later than June 30, 2024. Equipment delivered to the recipient after that date **will not** be eligible for reimbursement through this program unless approval for an extension has been already been granted in writing by the DFS grant manager.

Reimbursement requests must be submitted no later than July 26, 2024. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2024.

Grant Extensions: Grant recipients may request a single performance period extension if extenuating circumstances beyond the control of the recipient (backordered equipment, supply chain disruptions, vendor errors, etc.) will prevent equipment from being delivered on or before June 30, 2024. Extensions for these purposes must be submitted to DFS by email no later than June 1, 2024. Approval of extension requests is at the sole discretion of DFS.

Grant Monitoring: The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with

any portion of the terms of the FY24 Firefighter Safety Equipment Application, the executed Standard Contract Form, and the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

Changes in Scope of Work or Budget: The grant project description and budget are fixed and any change would be a “material” change in the contract. “Material” changes to the project description (adding, deleting or altering items) or budget lines (deletions, additions or changes to items) will require both parties to execute a *Standard Contract Amendment Form*. Contract amendments may not be done retroactively and must be done prior to the grant end date.

Records Management: The grantee shall maintain records in accordance with 815 CMR 2.08. This regulation includes but is not limited to “... maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a contract, for a minimum retention period of seven years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution, of any litigation, claim, negotiation, audit or other inquiry involving a contract...”

Approved by:

Town of Medway

Print Name and Title

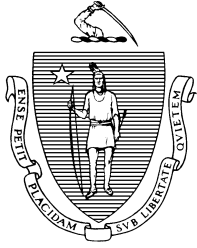
Date

Approved by:

Department of Fire Services

David Clemons, Director of Operations
Print Name and Title

Date



MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

TERRENCE M. REIDY
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

Telephone (978) 567~3100

www.mass.gov/dfs



JON M. DAVINE
STATE FIRE MARSHAL

February 6, 2024

Chief Jeff Lynch
Town of Medway
44 Milford Street
Medway, MA 02053

Dear Chief Lynch,

I am pleased to provide you with a Commonwealth of Massachusetts Standard Contract Form, Grant Agreement Scope of Work and Budget, and Contractor Authorized Signatory Listing Form for your FY24 Firefighter Safety Equipment Grant award. Please print and mail copies of these documents with original signatures to Tim Moore at the Department of Fire Services (DFS) address above. The Standard Contract Form Instructions and Commonwealth Terms and Conditions, which are incorporated by reference into this contract, may be found at www.macomptroller.org/forms. As a reminder, equipment orders may not be placed until this contract has been fully executed by DFS and your department. DFS will provide you with a copy of the fully executed contract and provide specific direction to proceed when your contract has been executed.

The funds for this program will be disbursed on a reimbursement basis in accordance with the terms of the grant Notice of Funding Opportunity. Once you have received your equipment and paid the vendor(s), reimbursement requests may be submitted to DFS by submitting the following documents to OPS.DFS-TM-Grants@mass.gov:

- Completed Final Report Template.
- Copy of invoice(s) with detailed description of all eligible costs.
- Proof of payment to the vendor(s) (cancelled check copy or other official financial system record).

If you have any questions during the grant performance period, please contact Tim Moore at 978-567-3721 or OPS.DFS-TM-Grants@mass.gov.

This program is an excellent opportunity to improve the health and safety of firefighters across the Commonwealth, and I am grateful that we are able to provide this vital equipment to your department this year.

Sincerely,

Jon M. Davine
State Fire Marshal

Administrative Services • Division of Fire Safety
Hazardous Materials Response • Massachusetts Firefighting Academy

**TOWN OF MEDWAY
NOTICE OF GRANT AWARD**

DEPARTMENT: Department of Public Works DATE: 4-Mar-24

PERSON RESPONSIBLE FOR GRANT EXPENDITURE: Stephanie Carlisle

NAME OF GRANT: Green Communities Competitive Grant

GRANTOR: Department of Energy Resources

GRANT AMOUNT: \$84,828

GRANT PERIOD: Sep-25

SCOPE OF GRANT/
ITEMS FUNDED Remove 2 existing A/C units at the Senior Center with 2 heat pumps.
Remove propane heaters and replace with heat pumps at the 4 well head buildings.
Purchase an electric vehicle (Nissan Leaf).

IS A POSITION BEING
CREATED: No.

IF YES: CAN FRINGE BENEFITS BE PAID FROM GRANT? n/a

ARE MATCHING TOWN
FUNDS REQUIRED? Yes.

IF MATCHING IS NON-MONETARY (MAN HOURS, ETC.) PLEASE SPECIFY:
no.

IF MATCHING IS MONETARY PLEASE GIVE ACCOUNT NUMBER AND DESCRIPTION OF TOWN FUNDS
TO BE USED:
\$15,257 towards the purchase of the electric vehicle.
Account # to be determined after Annual Town Meeting.

ANY OTHER EXPOSURE TO TOWN?
no.

SELECT BOARD:

ACTION DATE _____

**DEPARTMENT HEAD MUST SUBMIT THIS FORM AND A COPY OF THE GRANT APPROVAL
TO THE TOWN MANAGER'S OFFICE FOR APPROVAL BY THE SB TO EXPEND
THE FUNDS RECEIVED FOR THE PURPOSE OF THE GRANT MGL 44 S53A**

ONCE APPROVED - ORIGINAL TO TOWN ACCOUNTANT



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

Medway DPW Office
45B Holliston Street
Medway, MA 02053
Phone (508) 533-3275
dpw@townofmedway.org

DPW Director

Peter Pelletier

Memorandum

March 4, 2024

TO: Select Board

FROM: Stephanie Carlisle, Sustainability Coordinator

RE: Green Communities Competitive Grant Award Acceptance & Contract Approval

Dear Select Board members,

I am here to request grant acceptance and approval of the contract with the Department of Energy Resources in the amount of \$84,828 for the:

- Installation of two (2) heat pumps at the Senior Center
- Installation of a heat pump at each of the four (4) well buildings
- Purchase of an (1) electric vehicle for the Assessing Department

The two heat pump projects will be fully funded through the Green Communities Grant and Eversource Utility incentives.

Per the Green Communities grant, the maximum allowed funding for an electric vehicle is \$7,500; therefore, the Town will need to fund the remaining balance of \$15,257.

We selected the Senior Center project because the HVAC equipment for the aerobics room area that was at the end of life. These heat pumps will be more energy efficient, reduce reliance on oil powered boiler for heat, and provide a cost savings of \$2,866/year. The wells were selected because they have propane powered heaters. Switching to heat pumps provides cleaner energy, reduces greenhouse gas emissions, and provides a cost savings of \$5,347/year. Lastly, the Assessing Department's vehicle is due for replacement and by purchasing the electric vehicle, the town is continuing to green its fleet and provide cost savings.

Projected cost savings from these projects is approximately \$8,650 annually and 22 tons of avoided greenhouse gas emissions annually.

Thank you for your continued support of energy conservation measures in Town.
Sincerely,

Stephanie Carlisle
Sustainability Coordinator - DPW



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., 9th FLOOR
BOSTON, MA 02114
Telephone: 617-626-7300

Maura T. Healey
Governor

Kimberley Driscoll
Lt. Governor

Rebecca L. Tepper
Secretary

Elizabeth Mahony
Commissioner

January 22, 2024

Michael E. Boynton, Town Manager
Town of Medway
155 Village Street
Medway, MA 02053

Dear Manager Boynton:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of **\$84,828** for the following projects proposed in the Town of Medway's Green Communities Competitive Grant application.

List of projects funded:

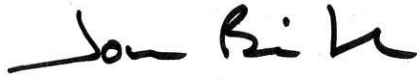
- \$31,655, Senior Center — Air source heat pumps
- \$45,673, Well Pump Buildings — Heat pumps
- \$7,500, Town — Electric vehicle

The Division reviewed Medway's grant application and has determined these are viable projects that meet the eligibility requirements of our Competitive Grant program. **Please note that, due to the competitive nature of this grant program, the use of these funds is restricted to the specifically-approved projects listed above.**

Jane Pfister, Green Communities Grant Coordinator, will follow up with the contact listed in your competitive grant application to discuss next steps, including coordination of the grant contract process. The Green Communities Division looks forward to working with the Town of Medway on your grant projects. We congratulate you on your grant award and applaud your efforts to create a cleaner energy future for your community and the Commonwealth as a whole.

Please do not hesitate to contact me at 617-823-4029 or by email at Joanne.Bissetta@mass.gov with any questions you may have regarding your grant award.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanne Bissetta". The signature is fluid and cursive, with the first name "Joanne" written in a larger, more prominent script than the last name "Bissetta".

Joanne Bissetta, Director
Green Communities Division

Cc: Glenn Trindade, Chair Board of Selectmen
Stephanie Carlisle, Sustainability Coordinator
Marie Shutt, Asst Treasurer Collector
Kelly Brown, Central Regional Coordinator



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Medway (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Energy Resources MMARS Department Code: ENE1000	
Legal Address: (W-9, W-4): 155 Village Street, Medway MA 02053		Business Mailing Address: 100 Cambridge Street, 9 th floor, Boston, MA 02114	
Contract Manager: Michael E. Boynton	Phone: 508-533-3200	Billing Address (if different):	
E-Mail: TA@townofmedway.org	Fax: 508-321-4988	Contract Manager: Jane Pfister	Phone: 857-202-9720
Contractor Vendor Code: VC6000191877		E-Mail: jane.pfister@mass.gov	Fax:
Vendor Code Address ID (e.g., "AD001"): AD 001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number: PON-ENE-2023-018	
X NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		___ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20 ____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions ___ Commonwealth Terms and Conditions For Human and Social Services ___ Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>84,828</u> .			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: This is a contract to award a grant to the Town of Medway for fiscal years 2024-2026 under the Green Communities Competitive Grant Program in the amount of Eighty Four Thousand Eight Hundred Twenty Eight Dollars and No Cents (\$84,828.00). The grant is intended to fund energy conservation measures, air source heat pumps and electric vehicle, in municipal facilities including Senior Center, Well Pump Buildings, and town vehicle fleet, to be provided for the benefit of, and subject to the direction and oversight of, the Grantee as detailed in Attachment C.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of ____, 20 ____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of ____, 20 ____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>September 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Michael E. Boynton</u> Print Title: <u>Town Manager</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Susannah Hatch</u> Print Title: <u>Chief of Staff</u>	

BACKGROUND

1. The DOER has selected the Grantee to receive Green Communities grant funds for projects described in the Grantee’s response to the PON.
2. The DOER approves the expenditure of funds as described in Attachment D (Budget) for the work planned and described in Attachment C (Scope of Grant Award).
3. The Grantee agrees to complete the projects described in the Scope of Grant Award (collectively referred to as “the Project”).

This agreement (Agreement) incorporates and makes part hereof certain attachments and forms which have been provided and accepted by the parties as part to this Agreement. Copies of such agreed upon attachments and forms are attached hereto set forth in their entirety and made part of this Agreement by reference:

THE COMMONWEALTH STANDARD CONTRACT FORM

BACKGROUND

ATTACHMENT A: GREEN COMMUNITIES COMPETITIVE GRANT APPLICATION
MATERIALS

ATTACHMENT B: GRANTEE RESPONSE

ATTACHMENT C: SCOPE OF GRANT AWARD

ATTACHMENT D: BUDGET

THE COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT ATTACHMENTS

1. COMMONWEALTH TERMS AND CONDITIONS
2. GRANTEE AUTHORIZED SIGNATORY LISTING
3. W-9 FORM
4. EFT

ATTACHMENT A – Green Communities Competitive Grant Application Materials

The Program Opportunity Notice (PON) was provided to the municipality via Commbuys, the Commonwealth's procurement website.

DOER PON-ENE-2023-018 2023 Green Communities Competitive Grant Program

Bid # [BD-23-1041-ENE01-ENE01-85720](#)

ATTACHMENT B – Grantee Response

(All documents listed below are available to DOER fiscal staff at:

<https://massdoer.imeetcentral.com/greencommunities/dbapp=7ary4jojv3xnh83ficwf09s252274943&ac=h&num=0&view=1203597>

1. Grantee submission narrative – Medway narrative block2 2023 revised 12-5-23.docx
2. Grantee grant table submitted – Medway gc grant table 2023 revised 12-5-23.xlsx
3. Grantee certification of application submitted – Medway certification of application.pdf

Response included additional files:

- doer measure descriptions 10 18 2023.docx
- senior center bova 60hdni m20g.pdf
- senior center bovb 36hdni m20g.pdf
- senior center bva 36wni m20 and bva 60wn1 m20.pdf
- senior center msz gs09na.pdf
- senior center mxz 2c20nahz2.pdf
- industrial 3mxs24rmvju.pdf
- industrial ftxs12lvju.pdf
- oakland muz fs09nah and msz fs09na.pdf
- oakland muz gs18na and msz gl12na.pdf
- populatic water muz gl12na and msz gl12na.pdf
- village muz fh15na and msz fh15na.pdf
- medway backup savings calcs and cost proposal for doer 12-5-23.xlsx

ATTACHMENT C – SCOPE OF GRANT AWARD

**COMMONWEALTH OF MASSACHUSETTS
SCOPE OF GRANT AWARD AGREEMENT**

**By and Between
Department of Energy Resources
and
Town of Medway**

SCOPE OF GRANT AWARD

1. Overview

The purpose of this contract is to award a grant to the Town of Medway (Grantee) for a maximum obligation amount not to exceed Eighty Four Thousand Eight Hundred Twenty Eight Dollars and No Cents (\$84,828.00) to fund energy conservation measures in municipal facilities including Senior Center, Well Pump Buildings, and town vehicle fleet, as more particularly described in Attachment B (Project). In connection with the above referenced grant, the Grantee requested eighty four thousand eight hundred twenty eight dollars and no cents (\$84,828.00) in public funding out of one hundred forty thousand seven hundred seventy three dollars and no cents (\$140,773.00) in total project costs for energy conservation measures listed in attachment B. The energy conservation measures funded are air source heat pumps and electric vehicle.

The Grantee is responsible for informing the Department of Energy Resources (DOER) of all eligible expenses and Project deliverables as compared to the original proposal as set forth in Attachment B.

Note that no changes in Project scope can occur or proceed without the prior written authorization from the DOER.

2. Contingencies

The Grantee shall provide to the DOER's satisfaction, the required information as stated below as applicable to the Project(s), as soon as the information becomes available.

1. Documentation that the municipality has met, teleconferenced, or had an email exchange with its gas and/or electric public utility representatives regarding the availability of utility incentives for any eligible energy conservation or efficiency measures.
2. Documentation of having **applied for all gas and electric rebates** provided for eligible energy conservation or efficiency measures. The Grantee is required to have documentation from utilities regarding rebates before selection and installation of products.

3. Procurement

All procurement contracts and subcontracts entered into by public agencies and governmental bodies shall be governed by and in accordance with Massachusetts General Laws. Where applicable, such procurements, contracts and subcontracts shall be governed by the all provisions of either M.G.L. c.25A, § 11C or §11I, M.G.L. c.30B, or M.G.L c.149. All designer selection for building projects shall be governed by M.G.L. c.7, §§38A1/2 - O.

4. Program Schedule

The following are milestones to ensure timely completion of the Project(s). If the Grantee is unable to meet these milestones Grantee shall promptly contact the DOER.

- (1) Complete construction of the Project (s) – August 1, 2025

(2) End of grant period – September 30, 2025

5. Disbursement of Funds

Initial Disbursement: Twenty five percent (25%) of the award in the amount of twenty one thousand two hundred seven dollars and no cents (\$21,207.00) will be disbursed by the DOER subsequent to the execution of this grant agreement and upon the DOER's agreement that contingency number one as stated under Section Two Contingencies of this Scope of Grant Award has been fully satisfied.

Second Disbursement: Fifty percent (50%) of the award in the amount of forty two thousand four hundred fourteen dollars and no cents (\$42,414.00), shall be disbursed upon verification by the DOER that twenty-five percent (25%) of the grant funds have been expended and that contingency number two as stated in Section Two Contingencies of this Scope of Contract Award has been fully satisfied and that all reporting requirements have been met. Reporting requirements will include submittal by the Grantee to the DOER of detailed dated invoices of Grantee's costs incurred to date.

Final Disbursement: Twenty five percent (25%) of the award in the amount of twenty one thousand two hundred seven dollars and no cents (\$21,207.00), shall be disbursed after a site visit by the DOER, a review of the detailed invoices of the Project(s) and any other requested documentation and verification by the DOER that the Project(s) are complete, that one hundred percent (100%) of grant funds have been expended, evidence of approved utility incentives have been provided, and that all reporting requirements and requests by the DOER have been met, including submittal and approval of the Final Report.

Funds shall not be used for the reimbursement of any work related to this Project(s) performed before the contract Effective Date.

6. Grantee Warrants to Keep Facility Open

For Project(s) involving services or construction at facility(s) owned by or under the control of the Grantee, the Grantee hereby warrants and certifies that the facility (s) for which grant funds are designated will remain open and in service for at least five (5) years following completion of proposed project(s).

7. Separate Accounts

The Grantee shall at all times conduct its business and affairs in such a manner that any and all ledger accounts and records pertaining to the receipt and expenditure of the DOER funds under this Agreement shall be kept separate and distinct from all ledger accounts and records of the Grantee relative to any other enterprise which the Grantee has engaged in, developed, or administered.

8. Unused Funds

Any funds undisbursed or uncommitted by the Grantee after September 30, 2025, shall be promptly returned to the DOER within sixty (60) days.

9. Administrative Costs

Grantee's administrative costs shall not exceed ten percent (10%) of the maximum obligation contract amount of Eighty Four Thousand Eight Hundred Twenty Eight Dollars and No Cents (\$84,828.00).

10. Publicity

The municipality will coordinate with the DOER on all publicity regarding this Project(s).

11. Reporting and Other Required Documentation

- A. Should Grantee engage a third party to manage administrative functions of the program and rely on the internal controls of that third party, the third party shall provide the results of an internal controls audit annually according to the provisions Statements of Auditing Standards No. 70 to the DOER and Grantee.
- B. Grantee shall have a program to combat fraud, waste and abuse of funds and shall incorporate into its program guidance provided by the Office of the State Comptroller.
- C. **Quarterly reports:** The Grantee shall be required to file progress and financial reports once every quarter, unless specifically exempted in writing by the DOER. Quarterly reports are due by 5PM four (4) days after the completion of each of the following quarters:
 - a. July 1 – Sept 30
 - b. Oct 1 – Dec 30
 - c. Jan 1 – Mar 30
 - d. Apr 1 – June 30

Quarterly reports shall include:

- a. The progress and status of activities performed in relation to the Scope of Grant Award including an explanation of any delays or obstacles encountered in meeting the performance schedule as well as a description of efforts taken to resolve delays; and
 - b. The actual costs incurred to date by the Project, breaking down all costs in such manner as the DOER may prescribe.
- D. **Final report:** The final report shall be submitted within two (2) months after completion of the final project receiving funding, and shall include a summary of the projects completed, including project locations and capacity. All quarterly and final reports above shall be submitted to:

Jane Pfister
Green Communities Grant Coordinator
jane.pfister@mass.gov

NOTE: If the services funded by this Agreement are solicited pursuant to M.G.L. Ch. 25A § 11C or § 11I, then the Grantee shall also comply with the monitoring and reporting requirements set forth in the DOER's regulations at 225 C.M.R. 10.00, 19.00 or other applicable regulations. For solar PV systems, registration with and reporting to the Massachusetts Clean Energy Center Production Tracking System (PTS) is required.

- E. **Ownership of Reports and Other Required Documentation:** The deliverables shall be owned by the Commonwealth of Massachusetts and treated as public documents. Following the completion of the contract both the Commonwealth of Massachusetts and the Grantee retain the right to make further use of the deliverables.

VI. ATTACHMENT D - BUDGETCheck one: ☒ Initial Budget☐ Budget/Account Amendment. Maximum Obligation before this Amendment:

PRIOR MMARS DOCUMENT ID: _____ (for reference - if applicable)

CURRENT DOC ID: _____.

[See Instructions for Additional Guidance on completion. Insert as many additional lines as necessary.]

A	B	C	D	E	F	G	H	I
Budget Fiscal Year	Account	Object Class	Activity / Function Codes	Initial Amount / or Amount Prior to Amendment	Indicate Add or Reduce +/-	Amendment Amount	Enter "YES" if Amount is a prior FY budget reduction or a current FY "Carry-in" authorization for Federal Funds	New Amount After Amendment
FY24	2000-0113	P01	GNCO-COMP	\$84,826.00				
FY25	2000-0113	P01	GNCO-COMP	\$ 1.00				
FY26	2000-0113	P01	GNCO-COMP	\$ 1.00				
FY27	2000-0113	P01	GNCO-COMP					
FY28	2000-0113	P01	GNCO-COMP					

FISCAL YEAR SUBTOTALS AND TOTAL MAXIMUM OBLIGATION FOR DURATION OF CONTRACT	
FISCAL YEAR: <u>2024</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$84,826.00
FISCAL YEAR: <u>2025</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$ 1.00
FISCAL YEAR: <u>2026</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	\$ 1.00
FISCAL YEAR: <u>2027</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	
FISCAL YEAR: <u>2028</u> SUBTOTAL (or New Subtotal if Fiscal Year Subtotal being amended)	
TOTAL MAXIMUM OBLIGATION FOR DURATION OF CONTRACT	\$84,828.00

**VII. COMMONWEALTH OF MASSACHUSETTS
STANDARD CONTRACT ATTACHMENTS (ENCLOSED)**

1. COMMONWEALTH TERMS AND CONDITIONS
2. GRANTEE AUTHORIZED SIGNATORY LISTING
3. W-9 FORM
4. EFT

AGENDA ITEM

#5

Presentation – Fire, Police and Town Hall Feasibility Study Report – Gorman Richardson Lewis Architects

Associated back up materials attached:

- *Final Report*

TOWN OF MEDWAY

Fire, Police and Town Hall Feasibility Study

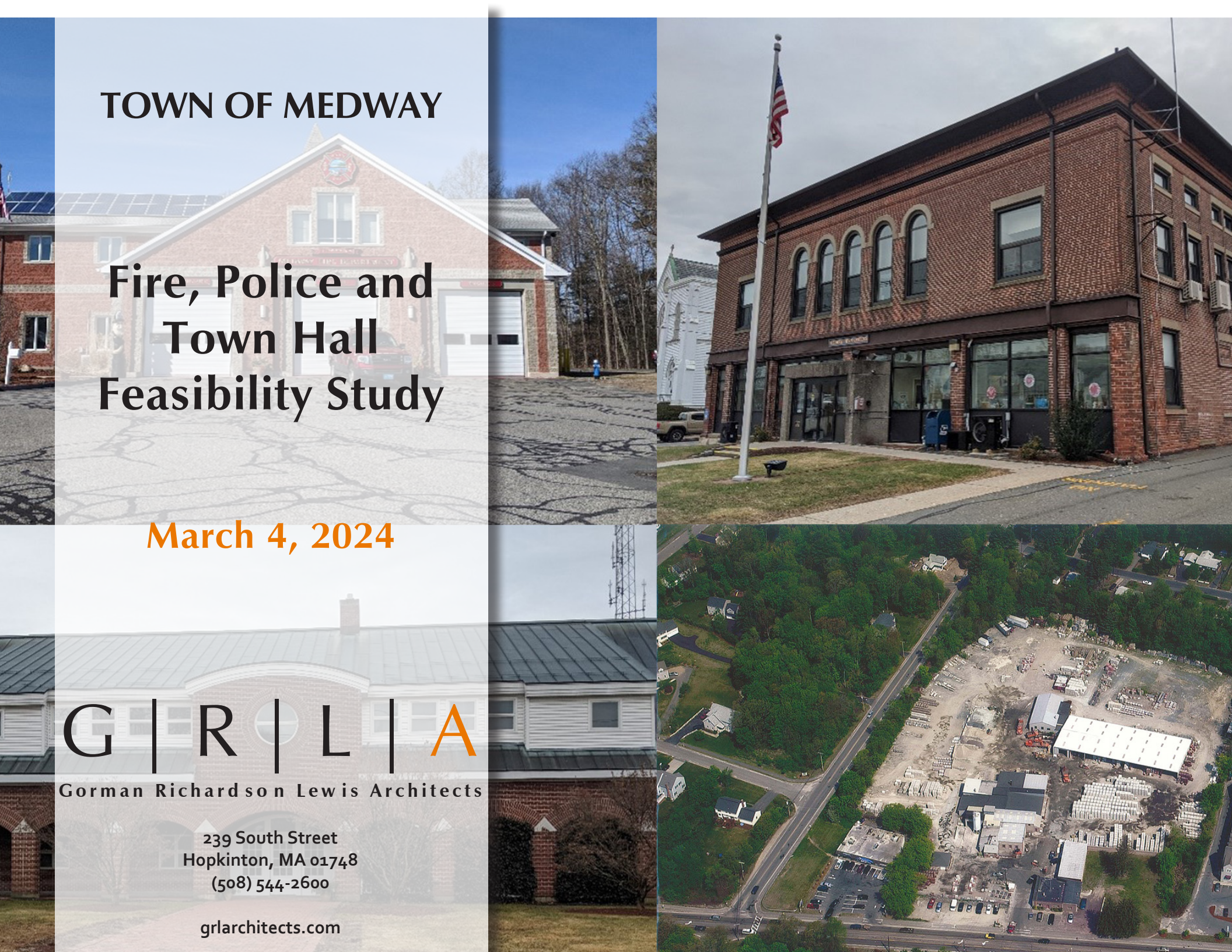
March 4, 2024

G | R | L | A

Gorman Richardson Lewis Architects

239 South Street
Hopkinton, MA 01748
(508) 544-2600

grlarchitects.com



Cover Letter

- 1. Executive Recommendation & Overall Cost Summary**
- 2. Executive Summary and Costs**
 - a. Fire Station (#1 - Headquarters)**
 - b. Police Station**
 - c. Town Hall**
 - d. 120 Main Street Site**
- 3. Summary of current space and programming deficiencies and projected needs**
 - a. Fire Station**
 - b. Police Station**
 - c. Town Hall**
 - d. 120 Main Street Site**
- 4. Existing Site Images & Proposed Site Plans**
 - a. Zoning Map with Facility Locations**
 - b. Fire Station**
 - c. Police Station**
 - d. Town Hall**
- 5. Existing Site Images & Proposed Site Plan Options**
 - a. 120 Main Street - Option 1**

February 28, 2024

Prepared for:

Mr. Michael Boynton
Town Manager
Town of Medway
155 Village Street
Medway MA 02053

Re: Medway Fire, Police and Town Hall Feasibility Study – FINAL REPORT

Gorman Richardson Lewis Architects (GRLA) and our engineering consultants have prepared the following Feasibility Study to help evaluate the Town's existing Fire and Police and Town Hall facilities and the updated and proactive space needs for each.

Per discussions with the Town Manager and members of the Select Board, the town is open to considering the following options: a renovated Fire Station, a new Fire Station, a renovated Police Station with Police/Fire dispatch, a new Police Station with Police/Fire dispatch, a renovated Town Hall, a new Town Hall, and a combination of these facilities at Town-owned property at 120 Main Street. The objective of this Feasibility Study is to evaluate the feasibility and benefit of each of these options and provide a recommendation based on the overall benefit to the Town.

In 2020, GRLA completed a comprehensive facility study of 12 Town-Owned buildings, which included the main Fire Station, the Police Station and the Town Hall. In order to gather updated information, GRLA recently conducted interviews with representatives of the Fire Department and Police Department as well as the Town Manager and Assistant Town Manager. In addition, GRLA met with the DPW Director to review and discuss the 120 Main Street site and the impact of the site's development on the Town's water, sewer and stormwater systems, and local traffic.

Based upon the interviews with each department's representatives and walkthroughs of each building, the following Final Report includes:

- an Executive Recommendation and Overall Cost Summary
- an executive summary of options for expansion for each building and estimated costs;
- a summary of current space and programming deficiencies and projected requirements for each building tied to known and projected population increases in the Town and the resulting increase in the need for services by each department;

- conceptual design for renovating and expanded each building on its current site with a brief summary of the pros and cons for these options;
- conceptual design of the development of the site at 120 Main Street to accommodate a new fire station, police station and Town Hall.

This Final Report takes into consideration additional input by the Town's committees and boards.

Sincerely,

Gorman Richardson Lewis Architects, Inc.

A handwritten signature in blue ink that reads "Scott Richardson". The signature is fluid and cursive, with a horizontal line extending from the end.

Scott Richardson, AIA, LEED AP
Principal

Executive Recommendation

Based upon the findings included in this Feasibility Report, including the recent and previous condition assessments of each of the existing facilities, development options for each department (Fire, Police, Town Hall), whether at the existing sites for each or combined on the new site at 120 Main Street, and the estimated costs for each option, **it is our opinion that the Town would be best served by moving toward development of a new combined municipal complex (Fire – Police – Town Hall) at the 120 Main Street site.**

This will require consideration of the existing sites to be repurposed for continued use as Town-owned assets or sold to offset the cost of the new municipal complex.

This recommendation is based upon the significant benefits of a new municipal complex at the 120 Main Street site which include:

1. New state-of-the art facilities and site infrastructure to meet the current and projected needs of the Town over the next 50 years with the opportunity to further expand each department; an option not available to the existing sites going forward.
2. Improved locations for each department in response to deficiencies of the current locations, including greater centralization, visibility and access to main roadways.
3. Opportunity to develop a municipal “Town Green” to include public amenities such as outdoor gathering space and walking paths, playing courts and civic features (clock tower, fountain, etc.).
4. Combined Public Safety facility and a unified Emergency Operations Center accessible by the Town’s Executive Response Team.
5. Development/ construction of needed facility upgrades at the new site avoids disruption to existing operations in the meantime.
6. Availability of the 3 existing sites for repurposed Town use or sale.

As shown on the following Overall Cost Summary, the development of a combined municipal complex at the 120 Main Street site would be less than a 14% increase over the cost to renovate and add onto the existing facilities at each existing site. Moreover, this delta cost between renovation/addition of the existing facilities and a new combined municipal complex will be further reduced by the value of selling the existing properties once vacated.

Respectfully submitted,

Gorman Richardson Lewis Architects, Inc.



Scott Richardson, AIA, LEED AP
Principal

RENOVATION & ADDITION ESTIMATES (Existing Sites)			
Fire Station	SF	Cost	Totals
Renovate Existing	9,043	\$ 400	\$ 3,617,200
Addition	24,957	\$ 800	\$ 19,965,600
Escalation/Contingency			\$ 2,358,280
Total Estimate	34,000		\$ 25,941,080
Police Station	SF	Cost	Totals
Renovate Existing	9,907	\$ 400	\$ 3,962,800
Addition	14,700	\$ 800	\$ 11,760,000
Escalation/Contingency			\$ 1,572,280
Total Estimate	24,607		\$ 17,295,080
Town Hall	SF	Cost	Totals
Renovate Existing	10,720	\$ 400	\$ 4,288,000
Addition	12,360	\$ 800	\$ 9,888,000
Escalation/Contingency			\$ 1,417,600
Total Estimate	23,080		\$ 15,593,600
Total All 3 Renovation Projects	SF	Cost	Totals
Renovate Existing	29,670	\$ 400	\$ 11,868,000
Addition	52,017	\$ 800	\$ 41,613,600
Escalation/Contingency			\$ 5,348,160
Total Estimate	81,687		\$ 58,829,760

NEW CONSTRUCTION ESTIMATES (New Complex at 120 Main Street)			
Fire Station	SF	Cost	Totals
New Construction	34,000	\$ 800	\$27,200,000
Escalation/Contingency			\$ 2,720,000
Total Estimate	0		\$29,920,000
Police Station	SF	Cost	Totals
New Construction	22,000	\$ 800	\$17,600,000
Escalation/Contingency			\$ 1,760,000
Total Estimate	22,000		\$19,360,000
Town Hall	SF	Cost	Totals
New Construction	20,000	\$ 800	\$16,000,000
Escalation/Contingency			\$ 1,600,000
Total Estimate	20,000		\$17,600,000
TOTAL NEW CONSTRUCTION	SF	Cost	Totals
New Construction	76,000	\$ 800	\$60,800,000
Escalation/Contingency			\$ 6,080,000
Total Estimate	76,000		\$66,880,000

Summary

GRLA was requested to analyze several town-owned buildings to determine the feasibility and costs to upgrade and expand each building to accommodate current and future growth as well as the potential to combine Town Hall/Police/Fire services on one location on recently purchased property on Main Street.

Commentary for the Fire Station #1

Observations of the existing building interior, building envelope (exterior), building systems (structural, MEP/FP) and adjacent site, as well as interviews with occupants/ users of the building, revealed that the Fire Station #1 is physically serviceable with a number of physical deficiencies due to the 33-year service life of the building and more serious functional deficiencies due to the restrictions of the current and future needs of the Fire Department, thereby rendering the existing Station beyond its functional service life as a primary Fire Station.

The following is a summary of the approach for expansion and renovation addressing the deficiencies as noted including the benefits and limitations of this approach.

Option	Description	Benefits	Limitations	Recommendation
1	Renovations to the existing building with an addition at the front entry and adjacent to the Main Apparatus Bay	<ul style="list-style-type: none">• Mitigate existing physical deficiencies and thereby:<ul style="list-style-type: none">○ improve service life of the building and building systems;○ improve safety and comfort of all occupants , both staff and public;• Addition next to Main Bay will provide additional storage space and separation of fire clothing and decontamination shower from Main Bay; addition at the front entry will provide needed separation of offices and living quarters from	<ul style="list-style-type: none">• Does not improve current site restrictions;• Does not provide for future needs of the Fire Department as the Town population increases and service calls increase;• Fire Station #2 must be maintained;• Maintains separation from Police Department;• Maintains existing location which is not optimal for the main fire station location.	Not Recommended: <ul style="list-style-type: none">• Does not resolve other (non-storage) space issues;• Does not resolve limitations of existing site;• Limits future expansion as Town population grows;• Eliminates opportunity to combine with Police Department in a unified public safety building;• Significant greater cost with very limited benefit

Option	Description	Benefits	Limitations	Recommendation
		public access; currently is not restricted access of the public to the private second floor spaces.	<ul style="list-style-type: none"> • Maintains limitations of traffic build-up at the Rte. 129/ 190 intersection. • Additional limitations as shown on the Proposed Site Plan 	
2	Relocate the Fire Station to a new location as part of a new Public Safety building in conjunction with the Police Department	<ul style="list-style-type: none"> • Fully provides for current and future space needs; • Resolves all physical needs; • Resolves existing site restrictions; • Allows for maintaining existing building for re-purposing by Town or private owner; • Opportunity to combine the Fire and Police Departments into a unified public safety building with a centralized EOC (Emergency Operations Center); • New construction will extend service life of Fire Station far beyond the existing (50 + years); • Opportunity to achieve energy efficiency, healthy building features and state-of-the-art infrastructure • Allows for decommissioning of Fire Station #2 for demolition or repurposing. 	<ul style="list-style-type: none"> • Higher cost than Option #1- see comparison below. 	Recommended: <ul style="list-style-type: none"> • Provides for the current and future needs of the Town as the population increases and more Fire services and staff are required; • An appropriate site for a new municipal building is the current town-owned site at 120 Main Street, an 8-acre site on Main Street (Rte. 109) with direct access from/ onto Pond Street. • The site provides a central location for municipal/ public safety departments and the opportunity to create a Town Center.

Summary of Square Footages and Estimated Costs:

Item	Size (SF)	Es. Cost per SF	Total
Renovate Existing Building	9,043	\$400	\$ 3,617,200
Addition	24,957	\$800	\$19,956,600
Escalation/Contingency Allowance	10% of total		\$ 2,357,380
TOTAL	34,000		\$25,931,180

Summary

GRLA was requested to analyze several town-owned buildings to determine the feasibility and costs to upgrade and expand each building to accommodate current and future growth as well as the potential to combine Town Hall/Police/Fire services on one location on recently purchased property on Main Street.

Commentary for the Police Station

Observations of the existing building interior, building envelope (exterior), building systems (structural, MEP/FP) and adjacent site, as well as interviews with occupants/ users of the building, revealed that the Police Station has a number of physical deficiencies due to the 32-year service life of the building and more serious functional deficiencies due to the restrictions of the current and future needs of the Police Department.

The following is a summary of the approach for expansion and renovation addressing the deficiencies as noted including the benefits and limitations of this approach.

Option	Description	Benefits	Limitations	Recommendation
1	Renovations to the existing building with an addition to the east side of the building	<ul style="list-style-type: none">• Mitigate existing physical deficiencies and thereby:<ul style="list-style-type: none">○ improve the service life of the building and building systems;○ improve the safety and comfort of all occupants , both staff and public;• addresses current space needs, and to a limited degree future space needs;	<ul style="list-style-type: none">• an addition will further restrict the outdoor portion of the site;• an addition will max-out the expansion potential of the Police Station and exacerbate the already limited site accommodations for parking and storage of Police vehicles and trailers.• remains remote from the Fire Department rather than part of a unified public safety building.• Maintains exiting limitations of location deep within a residential neighborhood.	Not Recommended: <ul style="list-style-type: none">• does not resolve limitations of existing site;• limits future expansion as Town population grows;• eliminates opportunity to combine with Fire Department in a unified public safety building;• disruptive to the day-to-day operations of the Police Station which already operates in a building and site too small for current police department needs and standards.

Option	Description	Benefits	Limitations	Recommendation
2	Relocate the Police Station to a new location as part of a new Public Safety building in conjunction with the Fire Department	<ul style="list-style-type: none"> • Fully provides for current and future space needs; • Resolves all physical needs; • Resolves existing site restrictions; • Allows for maintaining existing building for re-purposing by Town or private owner; • Opportunity to combine the Police and Fire Departments into a unified public safety building with a centralized EOC (Emergency Operations Center); • New construction will extend service life of Police Station far beyond the existing (50 + years); • Opportunity to achieve energy efficiency in compliance with current and future energy conservation goals; • Opportunity to incorporate “healthy building” features such as daylighting, indoor air quality; • Opportunity to incorporate state-of-the-art building infrastructure (building controls, security, IT, digital communications) 	<ul style="list-style-type: none"> • Higher cost than Option #1. 	<p>Recommended:</p> <ul style="list-style-type: none"> • Provides for the current and future needs of the Town as the population increases and more Police services and staff are required; • An appropriate site for a new municipal building is the current town-owned site at 120 Main Street, an 8-acre site on Main Street (Rte. 109) with direct access from/ onto Pond Street. • The site provides a central location for municipal/ public safety departments and the opportunity to create a Town Center.

Summary of Square Footages and Estimated Costs:

Item	Size (SF)	Est Cost per SF	Total
Renovate Existing Building	9,907	\$400	\$ 3,962,800
Addition	14,700	\$800	\$11,760,000
		Escalation/Contingency Allowance: 10% of total	\$ 1,572,280
TOTAL	24,607		\$17,295,080

Summary

GRLA was requested to analyze several town-owned buildings to determine the feasibility and costs to upgrade and expand each building to accommodate current and future growth as well as the potential to combine Town Hall/Police/Fire services on one location on recently purchased property on Main Street.

Commentary for the Town Hall

Observations of the existing building, building systems (structural, MEP/FP) and adjacent site, as well as interviews with occupants/ users of the building, revealed that the Town Hall has significant physical and functional deficiencies.

The following is a summary of the approach for expansion and renovation addressing the deficiencies as noted including the benefits and limitations of this approach.

Option	Description	Benefits	Limitations	Recommendation
	Renovations to the existing building with an addition to the rear of the building	<ul style="list-style-type: none">• Improve the service life of the building and building systems;• Improve the safety and comfort of all occupants , both staff and public;• Addresses current space needs, and to a limited degree future space needs;• Maintains the original building and its historic value.	<ul style="list-style-type: none">• Requires demolition of Fire Station #2 to make expansion feasible;• Exacerbates current parking and maneuvering limitations by enlarging the footprint on the existing site;• Disruption to existing Town Hall to accomplish tie-in of new to old.• Unless fully gutted, retains the original building with inferior building components.• Vehicular circulation entering and existing the site onto Village Street is very constricted.	Not Recommended: <ul style="list-style-type: none">• Does not resolve limitations of existing site;• Limits future expansion as Town population grows;• Disruptive to the day-to-day business of the Town Hall which is already at its functional limit.• Will likely require temporary relocation of all Town offices during construction phase.

Option	Description	Benefits	Limitations	Recommendation
2	Relocate the Municipal Town Hall offices to a new location at a new Municipal Facility	<ul style="list-style-type: none"> • Fully provides for current and future space needs; • Resolves all physical needs; • Resolves existing site restrictions; • Allows for maintaining existing building for re-purposing by Town or private owner; • Opportunity to locate new Town Hall at a more advantageous location; • Opportunity to be closer to a new public safety building and centralized EOC (Emergency Operations Center); • New construction will extend service life of Town Hall far beyond the existing (50 + years); • Opportunity to achieve energy efficiency in compliance with current and future energy conservation goals; • Opportunity to incorporate “healthy building” features such as daylighting, indoor air quality; • Opportunity to incorporate state-of-the-art building infrastructure (building controls, security, IT, digital communications). 	None	Recommended: <ul style="list-style-type: none"> • Provides for the current and future needs of the Town as the population increases and more Town Hall services and staff are required; • An appropriate site for a new municipal building is the current town-owned site at 120 Main Street, an 8-acre site on Main Street (Rte. 109) with direct access from/ onto Pond Street. • The site provides a central location for municipal/ public safety departments and the opportunity to create a Town Center.

Summary of Square Footages and Estimated Costs:

Item	Size (SF)	Est Cost per SF	Total
Renovate Existing Building	10,720	\$400	\$4,288,000
Addition	12,360	\$800	\$9,888,000
		Escalation/Contingency Allowance 10% of total	\$1,417,600
TOTAL	23,080		\$15,593,600

Summary

GRLA was requested to analyze several town-owned buildings to determine the feasibility and costs to upgrade and expand each building to accommodate current and future growth as well as the potential to combine Town Hall/Police/Fire services on one location on recently purchased property on Main Street.

Commentary for 120 Main Street Site Development

This town-owned, centrally located parcel of approximately 8 acres appears ideal for the development of a combined Town Hall and Public Safety Complex.

GRLA completed several analyses of the potential for the development of the required building sizes and parking areas and confirm that all 3 departments can fit on the site with ample access, parking, security and the potential for a town green and other amenities.

The following is a summary of the approach for accommodating all 3 uses on the site including the benefits and virtually no limitations of this approach.

Option	Description	Benefits	Limitations	Recommendation
	Relocate the Fire Station to a new location as part of a new Public Safety building	<ul style="list-style-type: none">• Fully provides for current and future space needs;• Resolves all physical needs;• Resolves existing site restrictions;• Allows for maintaining existing building for re-purposing by Town or private owner;• Opportunity to combine the Fire and Police Departments into a unified public safety building with a centralized EOC (Emergency Operations Center);• New construction will extend service life of Fire Station far beyond the existing (50 + years);		Recommended: <ul style="list-style-type: none">• Provides for the current and future needs of the Town as the population increases and more Fire services and staff are required;

Option	Description	Benefits	Limitations	Recommendation
		<ul style="list-style-type: none"> • Opportunity to achieve energy efficiency in compliance with current and future energy conservation goals; • Opportunity to incorporate “healthy building” features such as daylighting, indoor air quality; • Opportunity to incorporate state-of-the-art building infrastructure (building controls, security, IT, digital communications); <p>Allows for decommissioning of Fire Station #2 for demolition or repurposing.</p>		
	Relocate the Police Station to a new location as part of a new Public Safety building in conjunction with the Fire Department	<ul style="list-style-type: none"> • Fully provides for current and future space needs; • Resolves all physical needs; • Resolves existing site restrictions; • Allows for maintaining existing building for re-purposing by Town or private owner; • Opportunity to combine the Police and Fire Departments into a unified public safety building with a centralized EOC (Emergency Operations Center); • New construction will extend service life of Police Station far beyond the existing (50 + years); • Opportunity to achieve energy efficiency in compliance with current and future energy conservation goals; • Opportunity to incorporate “healthy building” features such as daylighting, indoor air quality; 		<p>Recommended:</p> <ul style="list-style-type: none"> • Provides for the current and future needs of the Town as the population increases and more Police services and staff are required;

Option	Description	Benefits	Limitations	Recommendation
		<ul style="list-style-type: none"> • Opportunity to incorporate state-of-the-art building infrastructure (building controls, security, IT, digital communications) • 		
		<ul style="list-style-type: none"> • 		
	Relocate the Municipal Town Hall offices to a new location at a new Municipal Facility	<ul style="list-style-type: none"> • Fully provides for current and future space needs; • Resolves all physical needs; • Resolves existing site restrictions; • Allows for maintaining existing building for re-purposing by Town or private owner; • Opportunity to locate new Town Hall at a more advantageous location; • Opportunity to be closer to a new public safety building and centralized EOC (Emergency Operations Center); • New construction will extend service life of Town Hall far beyond the existing (50 + years); • Opportunity to achieve energy efficiency in compliance with current and future energy conservation goals; • Opportunity to incorporate “healthy building” features such as daylighting, indoor air quality; • Opportunity to incorporate state-of-the-art building infrastructure (building controls, security, IT, digital communications). 		<p>Recommended:</p> <ul style="list-style-type: none"> • Provides for the current and future needs of the Town as the population increases and more Town Hall services and staff are required;

Summary of Square Footages and Estimated Costs:

Building	Size (SF)	Est Cost per SF	Total
Fire Station	34,000	\$800	\$27,200,000
Escalation/Contingency Allowance		10% of total	\$ 2,720,000
TOTAL			\$29,920,000
Police Station	22,000	\$800	\$17,600,000
Escalation/Contingency Allowance		10% of total	\$ 1,760,000
TOTAL			\$19,360,000
Town Hall	20,000	\$800	\$16,000,000
Escalation/Contingency Allowance		10% of total	\$ 1,600,000
TOTAL			\$17,600,000
TOTAL ALL 3 BUILDINGS	76,000		\$66,880,000

Current Space and Programming Deficiencies and Projected Needs– Fire Station #1 (Headquarters)

Information Sources:

- TOWN OF MEDWAY FACILITIES CONDITION ASSESSMENT OF TOWN BUILDINGS
Fire Station #1
44 Milford St
7 December, 2020
Gorman Richardson Lewis Architects
- Interview with Fire Department 09/11/2023
 - Chief Jeffrey Lynch
 - Deputy Chief Michael Fasolino
 - Deputy Chief Craig Vinton
- Follow-up Interview with Fire Department 01/03/2024
 - Deputy Chief Michael Fasolino
 - Deputy Chief Craig Vinton

Overview:

Fire Station No. 1, also known as Fire Department Headquarters, was built in 1990 and at this time is undersized for the apparatus being used today. At the time of its construction, the Medway Fire Department was primarily an “on-call” department with all male firefighters.

The 2024 Fire Department staff has changed to primarily full time with a total staff of 35, including 4 female firefighters. It is anticipated that staff needs will continue increasing to serve the needs of the growing Medway community as development and housing increases. In addition, the number of full-time female firefighters and administration staff is anticipated to increase, requiring more bathroom and living accommodations for female staff.

Fire Station No. 2 (located behind Town Hall off Village Street) has reached the end of its functional life with multiple issues both code related and structurally, as described in detail in the 2020 facilities Condition Assessment noted above.

Existing Facilities:

- Fire Station #1
 - 44 Milford Street, Medway (intersection of Rtes. 109 and 126)
 - Built: 1990 (33 years)
 - Total Building Area: 9,043 sf
- Fire Station #2
 - 115R Village Street, Medway (behind Town Hall)
 - Built: 1920 (103 years)
 - Total Building Area: 3,970 sf
- Total Available Building Area.....13,013 sf

Staffing:

Projected Fire Staffing for next 10-25-50 years:

yrs	Dept/ Div	Position	Current No.	Add-10 yrs	Add 25 yrs	Add 50 yrs	Totals
	Admin	Chief	1				1
		Deputy Chief	2			1	3

Medway Fire/ Police/ Town Hall
Feasibility Study

Fire

yrs	Dept/ Div	Position	Current No.	Add-10 yrs	Add 25 yrs	Add 50 yrs	Totals
		Captains	1		1		2
		Fire Business Manager		1			1
		Admin. Assnt.	1	1			2
		Fire Prevention	1	1			2
	Group 1	Leader	1	1			2
		FF/ EMT	1	1		1	3
		FF/Paramed	3		1	1	5
	Group 2	Leader	1	1			2
		FF/ EMT	1	1		1	3
		FF/Paramed	3		1	1	5
	Group 3	Leader	1	1			2
		FF/ EMT	1	1		1	3
		FF/Paramed	3		1	1	5
	Group 4	Leader	1	1			2
		FF/ EMT	1	1		1	3
		FF/Paramed	3		1	1	5
		Total F/T	26	11	5	9	51
	On-call staff		11				
10	Total f/t staff		26	37			
25	Total f/t staff				42		
50	Total f/t staff					51	

Apparatus & Vehicle Fleet:

Current 2023 Fire Apparatus and Vehicle Fleet:

Medway Apparatus	Model	Age	Height	Length	Width
					w/o mirrors
Engine 1	2010 International/E-One 1250/1000/30F	2010	9'-6"	32'-10"	8'-4"
Engine 2	2002 E-One Typhoon 1250/1000	2002	10'-1"	31'-2"	8'-4"
Engine 3	2019 KME Severe Service 2000/1000/30A/250B	2019	9'-5 1/2"	33'-8"	8'-4"
Engine 5	1990 Pemfab/FMC 1250/1000	1990	9'-7"	29'-0"	8'-4"
Ladder 1	2013 E One Cyclone 2000/450/10F 100'RMA 2015 International/4	2013	10'-7"	38'-7"	8'-4"
Tanker 1	2015 International/4-Guys 1000/3000	2015	8'-8"	22'-0"	8'-0"
Brush 1	2020 Ford F-550/Specialty Vehicles 4x4 300/300	2020	6'-10"	24'-1"	6'-8"
Brush 2	1995 Ford F-350 4x4 250/350	1995	6'-2"	19'-7"	6'-7"

Chemical 1	2016 Ford F 550/Burner Dry Chem	2016	6'-8"	18'-10"	7'-10"
Ambulance 1	2012 Ford F-450/Horton 4x4	2012	6'-7"	21'-11"	8'-0"
Ambulance 2	2016 Ford F-550/Life Line 4x4	2016	9'-9"	25'-7"	8'-0"
Ambulance 3	2020 Ford F 550/ Life Line 4x4	2020	9'-9"	25'-7"	8'-0"
Squad 3	2016 Polaris Ranger 4x4 90/55 2017 Ford	2016	6'-2"	12'-2"	5'-0"
Squad 5	2017 Ford F 350 4x4	2917	6'-9"	21'-2"	6'-8"
Car 1 (Fire Chief)	2018 Chevrolet Tahoe 4x4	2018	6'-4"	17'-7"	6'-8"
Car 2 (Deputy Chief)	2019 Chevrolet Tahoe 4x4 2022 Ford	2019	6'-3"	11'-0"	6'-9"
Car 3 (Deputy Chief)	2022 Ford Explorer 4x4	2022	6'-8"	16'-7"	6'-7"
Car 4 (Shift Commander)	2023 Chevrolet Tahoe 4x4	2023	6'-4"	17'-7"	6'-9"
Car 10 (Training & Support)	2012 Ford Expedition 4x4	2012	6'-6"	18'-5"	6'-7"
Future purchase	E-One HP 78 Ladder <i>(currently not enough staff to fully staff a new vehicle.)</i>	2049	11'-8"	37'-2"	8'-6"

Current Facilities – Primary Deficiencies:

- Main Apparatus Bay:
 - The station lacks sufficient space and is not configured for current-day fire apparatus. New fire fighting vehicles must be designed for the restraints of the building rather than for the optimum size and need of the vehicle;
 - The lack of sufficient space within the Main Apparatus Bay creates inefficiencies in parking and deploying the fire vehicles, increasing alarm response times as well as creating potential hazardous conditions due to the lack of appropriate clearances around the parked vehicles within the Bay.
 - Storage space is extremely inadequate.
 - Protective clothing and gear must be stored within the Main Bay exposing the protective clothing to fumes and contaminants within the Bay, which is in violation of NFPA (National Fire Protection Association) standards.
 - Equipment and other items must be stored in Stair #2 and under Stair #1, which is in violation of current building code standards.
 - Lack of a Fitness Room has led to fitness equipment being stored (and used) with the Main Bay, both a hazard to the person using the equipment and exacerbating the space limitations with the Main Bay.
 - Lack of a shower room adjacent to the Main Bay limits the opportunity for decontamination when the fire fighters return from a call.
 - Ice maker within the Main Bay is not functioning;
 - The existing air compressor and system to regenerate the oxygen tanks are inadequate, requiring longer fill times than is required.
- Administration Area:
 - There are an insufficient number of offices and no private conference rooms to accommodate the growing needs of the fire department administration;

- The large meeting/ training room on the second floor is not accessible by the public for public meetings or conferences.
- Dispatch functions are provided from the Police Station on Village Street .
- Living Quarters:
 - Overnight sleeping, bathing and living quarters were built in over the years but were not accommodated for in the original design due to the change from a volunteer to a full-time fire department.
 - The existing sleeping, bathing and living quarters are restricted and do not fully accommodate the permanent personnel shifts, which is exacerbated when additional on-call personnel are called in and must stay overnight.
 - There is no dedicated fitness room in the station, which has led to fitness equipment being located in the Main Bay.
- Site:
 - The configuration of the fire station on the site and its location adjacent to a busy intersection (Rte. 109/ Rte. 126) causes issues when fire apparatus is leaving the site in response to a call (emergency situation) as well as when returning to the station. During busy rush hours, cars are backed up from the intersection blocking the driveway access of the fire station site.
 - Chief Lynch reported that parking is very awkward especially when on-call personnel are summoned to the fire station in response to call, resulting in vehicles parked along the access drives and on the planted portion surrounding the site. The large, paved area to the west of the fire station is designated as a heliport to accommodate medical flights.
 - The location of the fire station is distant from the Police Station and Town Hall, hindering the establishment of an efficient central EOC (Emergency Operations Center) in the event of a large-scale emergency requiring the coordination of town administration, fire and police resources.

Projected Requirements:

Based upon projected staff increases and facility needs, the following is a summary of projected needs for an expanded or new Fire Station:

Area Summary:

- Total available building area (Existing Admin, Living, Apparatus in 2 buildings): 13,013 sf
- Total available building area (Projected): 20,000 sf (Admin & Living) + 14,000 sf (Apparatus Bays) = 34,000 sf

- Administration:
 - Office space (7)
 - Conference rooms (1)
 - Large Training/ Meeting/ EOC Room (include a video wall)
 - Restrooms
 - Janitor Closet
 - Kitchenette
 - Copy and Office Supply Room
 - Storage
 - IT Room

- Operations:
 - Apparatus & Equipment Areas:
 - 7 Apparatus Bays
 - Turn-out Gear Room

Medway Fire/ Police/ Town Hall

Feasibility Study

- De-Con Area
- Laundry Room
- Emergency Medical Services (EMS):
 - EMS Workroom
 - EMS Storage
 - EMS Patient Care Room
- Firematic Storage
- Air Compressor Room
- Hose Storage
- Communications/ Radio Workroom and Storage
- Janitor Closet
- General Storage
- Plan review room (drawings of proposed construction projects for review)
- Indoor Training Apparatus Area (see examples in Plainville and Medfield)
- Staff Vehicle Garaging
- Support:
 - Living Quarters- Men
 - Bunk Rooms (4)
 - Bathrooms (2)
 - Locker Room
 - Living Quarters – Women
 - Bunks Rooms (4)
 - Bathrooms (2)
 - Locker Room
 - Maternity Room
 - Living Quarters – Officer (1)
 - Bunk, Bath, Office
 - Fitness Room (could be shared with Police and Town Hall staff)

Medway Fire/ Police/ Town Hall

Feasibility Study

- Day Room (multiple refrigerators: 1 per group)
- Kitchen and Dining Area
- General:
 - Main Lobby
 - Waiting/ Meeting Room (walk-ins are primarily seeking medical assistance)
 - Public Restrooms
 - Stairs
 - Elevator
 - Mechanical Room
 - Electrical/ Emergency Electrical Rooms
- Structural:
 - Assuming that renovations would be a Level 2 alteration (where less than 50% of the existing building spaces or systems are reconfigured), the following structural related requirements would apply:
 - A structural investigation and evaluation that specifically addresses architectural or MEP changes that affect floor or roof framing, design loads, shear walls, bearing walls or braces. This would occur during schematic design of the renovation program.
 - Gravity loads (dead load, live load, snow load) that increase more than 5 percent on any element would trigger potential upgrades to existing structural elements.
 - Lateral loads (wind, seismic) that increased more than 10 percent on any bracing element would trigger upgrades to lateral bracing elements.
 - Additions should be structurally separated from the existing building via an expansion joint.
- HVAC:
 - DESIGN INTENT
 - During the schematic design stage of the project after the preferred Architectural option is selected for the building(s), a life cycle cost analysis (LCCA) be performed for a minimum of three (3) HVAC system options. As part of the LCCA these options would be studied in terms of first, operating and maintenance/replacements costs in order to determine the system that has the lowest overall lifecycle cost.

- The following three (3) HVAC systems could be studied as part of a LCCA:
 - OPTION 1: Air Source VRF with VAV Energy Recovery AHUs with ASHP (Air Source Heat Pump)
 - VRF Systems:
 - Fire Station Heating and Cooling – Provide a new High efficiency VRF system with heat recovery. The system shall consist of (3) VRF plants each sized for 30 Tons for a total plant size of 90 tons. Indoor evaporators and branch circuit intermediate boxes shall also be provided inside the building.
 - Ventilation System:
 - The ventilation system shall include an indoor air handling unit of the 100% outside air dedicated outdoor air system (DOAS) design Energy Recovery Ventilators (ERV). The DOAS units shall be provided with MERV 13 filters, heat pump cooling/heating coil section (split air source heat pump condensers for indoor units), supply and exhaust fans with variable frequency drives or EC motors, supplemental electric heating coils, total energy recovery wheel, and a sensible reheat wheel or hot gas re-heat coil for dehumidification.
 - VRF Fire Station Heating and Cooling – Provide a new High efficiency VRF system with heat recovery. The system shall consist of (3) VRF plants each sized for 30 Tons for a total plant size of 90 tons. Indoor evaporators and branch circuit intermediate boxes shall also be provided inside the building.
 - Vestibule, Entryway, Storage Room Supplemental Heating: New electric cabinet unit heaters, electric radiant ceiling panels and/or fin tube radiation heating equipment shall be installed to provide heating to vestibules, entry ways and storage areas.

- OPTION 2: Air Source Heat Recovery Chiller with VAV Energy Recovery RTUs with HHW/CHW Coils and Fan Coil Units
 - Under this option, the new buildings shall be provided with a new HVAC system similar to the one described in Option 1 but with the following exceptions:
 - In lieu of the proposed VRF systems, each building shall be provided with an air source heat recovery chiller. The chiller shall provide hot and chilled water which will be distributed to the ERVs and terminal heating/cooling equipment. The chiller shall have the following estimated capacities: Fire Station: 126 ton
 - The AHUs shall be provided with hot water and chilled water heating/cooling coils in lieu of the proposed air source heat pump heating/cooling sections.
 - The proposed VRF indoor evaporators shall be replaced by hot water/chilled water fan coil units.
 - The electric unit heaters and electric fintube/radiant ceiling panels noted above to serve vestibules, entryways, stairwells, and storage rooms shall be replaced by hot water unit heaters and fintube/radiant panels.
 - A mechanical room consisting of (2) HHW pumps, (2) CHW pumps, (1) backup electric boiler, (2) expansion tanks, (2) buffer tank, (2) glycol feeders, (2) chemical shot feeders and (2) air separators shall also be required.
- OPTION 3: Geothermal Heat Pump Rooftop Units with VAV Energy Recovery RTUs and Water Source Heat Pump Fan Coil Units
 - Under this option, the building renovation/addition shall be provided with a new HVAC system similar to the one described in Option 1 but with the following exceptions:
 - The proposed air source heat pump AHUs shall be replaced by a geothermal HVAC system consisting of a ground source wellfield and water source heat pump AHUs that shall be connected to the geothermal water loop for heat absorption and rejection.
 - The proposed VRF system shall be replaced by water source heat pump fan coil units.

- A new closed-loop geothermal well field shall be installed at each building. The wells shall be 600-foot vertical closed loop wells, each with an estimated capacity of 4 tons. The estimated capacities for the wellfields are listed below; the final quantity, depth, and type of wells shall be determined by a ground-source wellfield consultant.
 - Fire Station: 126 tons (estimated 32 wells at 4 tons each.)
 - A mechanical room consisting of (2) geothermal water pumps, (1) ground-source to VRF heat pump system, (1) ground-source to hot water heating heat pump system, (1) backup electric boiler, (1) expansion tank, (1) buffer tank, (1) glycol feeders, (1) chemical shot feeders and (1) air separators shall also be required.
 - Entry ways, mechanical spaces, etc. shall be heated by hot water unit heating equipment, which shall be served by a ground source to hot water heat pump system located in the mechanical room.
- Electrical:
 - DESIGN INTENT
 - All work is new and consists of furnishing all materials, equipment, labor, transportation, facilities, and all operations and adjustments required for the complete and operating installation of the Electrical work and all items incidental thereto, including commissioning and testing.
 - Energy Efficiency: Lighting system shall be designed and installed in accordance with IECC 2021 requirements.
 - Power Distribution:
 - Electrical power will be brought into the site via underground medium voltage cables from the utility company network. A pad mounted step-down transformer will be located at grade adjacent to the building. Service entrance and distribution switchgear will be located in the electrical room along with lighting and power distribution panels. The service capacity will be sized for 800 amperes at 277/480V, 3Ø, 4 wire.

- A 400kW, 500kVA, 277/480V, 3Ø, 4W diesel fired emergency generator will be provided and include automatic starting and safety controls. The unit will be housed outdoors on a concrete pad. The generator will include three (3) service breakers: one (1) for life safety equipment, one (1) for optional standby equipment, and one (1) for the load bank.
- The generator will be sized for 100% of all lighting and power loads, including air conditioning and heating.
- The emergency power distribution system will consist of two automatic transfer switches, one 100 ampere for life safety equipment and one 800 ampere for non-life safety systems. A separate system of distribution panels and conduit systems will be provided for each level of emergency power as required by code. A kirk key interlock system will be provided for a roll up back-up generator. A manual transfer switch with kirk key interlock will also be provided for a temporary roll up generator on the life safety system for maintenance of the permanent generator in compliance with NEC 700.3 (F).
- Uninterruptible Power Supply (UPS):
 - One (1) 24 KW, three (3) phase centralized UPS System shall be provided with thirty minutes of battery back-up.
 - The system shall provide conditioned power to sensitive electronic loads, telecommunication systems, bridge over power interruptions of short duration and allow an orderly shutdown of servers and communication systems during a prolonged power outage.
 - The UPS system shall also be connected to the stand-by generator.
- Interior Lighting System
- Site Lighting System
- Wiring Devices
- Metering
- Level 2 AC Dual Electric Vehicle Charging Equipment
- Renewable Energy System Provisions
- Fire Alarm System
- Security System
- Lightning Protection System

- Plumbing:
 - GENERAL
 - The Plumbing Systems that will serve the project are cold water, hot water, sanitary waste and vent system, storm drain system and natural gas.
 - The existing Building and addition will be serviced by Municipal water and Municipal sewer system.
 - All Plumbing in the building will conform to Accessibility Codes and to Water Conserving sections of the Plumbing Code.
 - DRAINAGE SYSTEM
 - WATER SYSTEM
 - GAS SYSTEM
 - FIXTURES
 - DRAINS
 - VALVES
 - INSULATION

- Fire Protection:
 - All areas of the building, including all finished and unfinished spaces, combustible concealed spaces, all electrical rooms and closets will be sprinklered.
 - BASIS OF DESIGN
 - The mechanical rooms, Apparatus bays and storage rooms are considered Ordinary Hazard Group 1; all other areas are considered light hazard.
 - Required Design Densities:

• Light Hazard Areas	0.10 GPM over 1,500 s.f.
• Ordinary Hazard Group 1	0.15 GPM over 1,500 s.f.
• Ordinary Hazard Group 2	0.20 GPM over 1,500 s.f.
 - Sprinkler spacing (max.):

- Light Hazard Areas: 225 s.f.
 - Ordinary Hazard Areas: 130 s.f.
 - A flow test shall be performed to determine adequate water supply capacity.
- Technology:
 - The technology system design at the Medway Fire Station is designed with category 6A cable and intended for 100/1000mbps to the workstation. The voice wiring will be capable of VOIP and standard PBX system as currently utilized in the town.
 - TECHNOLOGY COMPONENTS:
 - Installation and integration of multiple technology components are as follows:
 - Cabling for Voice, Data, and Video Technologies
 - Data Electronics for LAN/WAN Data Infrastructure (not included as part of scope)
 - Data Electronics for Internet Access (not included as part of scope)
 - Data Network Computer Hardware (not included as part of scope)
 - Data Network Software (not included as part of scope)
 - Computer Peripherals (not included as part of scope)
 - DATA SYSTEM:
 - The data system is designed for a Gigabit Ethernet (Category 6A cable) with 100/1000 Base-T connection to the work station. The high speed data transmission will allow users to retrieve data from the internet and local area network almost instantly. The data system has been designed for users to accomplish:
 - Internet access through a wireless lan and hard wired data drops.
 - Applications for word processing, spreadsheet, and alike through a central applications server.
 - Printing of documents from any user computer connected to network printers.
 - Wireless access for employees at the facility.

- TELEPHONE SYSTEM:
 - The telephone system will utilize Category 6A cable similar to the data system. The voice wiring will be patched so that it can accommodate the existing PBX / Centrex system and can accommodate Voice-Over-IP.
- CABLE-TV SYSTEM:
 - The Cable-TV system will comprise of a coaxial cable drops at each location. The system will be bi-directional type, which allows for both receiving and transmitting broadband signals.
- SOUND SYSTEM:
 - The facility will have a paging/sound system. The system will have inputs from Radio system, and VOIP phone system.
 - The Paging system will be provided with (8) zones.
- DISTRIBUTION ANTENNAE SYSTEM (DAS):
 - A Public Safety Radio Distributed Antenna System (DAS) which consists of bi-directional amplifiers (BDA), donor antennas, coverage antennas, coax cable, coax connectors, splitters, combiners, and couplers. These devices will be used as part of a system for in-building public safety, 2-way radio system communication.
- TWO-WAY COMMUNICATIONS SYSTEM:
 - A Two-Way Communications System will be provided at the elevator lobbies that do not have grade access. Area of rescue assistance call boxes will be provided at Elevator Lobbies with no grade access. The call boxes connect to a main panel located adjacent to the Fire Alarm annunciator panel.

END OF SECTION

Current Space and Programming Deficiencies and Projected Needs– Police Station

Information Sources:

- TOWN OF MEDWAY FACILITIES CONDITION ASSESSMENT OF TOWN BUILDINGS
Police Station
315 Village Street
7 December, 2020
Gorman Richardson Lewis Architects

Interview with Police Department 9/11/2023

- Chief William Kingsbury
- Lieutenant Jeffrey Watson
- Sergeant Robert O'Neill
- Dispatch Supervisor Hannah Furno

Follow-up interview with Chief William Kingsbury 01/03/2024

Overview:

The Police facility was planned and built in 1991 for a department totaling 7 Law Enforcement staff, including: Police Chief, 4 Patrol Sergeants including 1 Court Officer, 1 DARE Officer and 1 Administrative Assistant. When opened in 1991, with the staff increased to 20, the current police station did not fully accommodate the needs of the department. Upgrades have been limited to HVAC upgrades in 2018, however, the current system continues to experience deficiencies in performance.

Current Law Enforcement staff has grown to a total of 33 and is anticipated to continue growing to serve the needs of the growing Medway community as development and housing increases. Additionally, professionals who work alongside the police who specialize in social work, psychology and technology will add to those needing space within the Department.

Existing Facilities:

- Police Station
 - 315 Village Street, Medway
 - Built: 1991 (32 years)
 - Total Building Area: 9,907 sf

Staffing:

Current staff with projected needs for next 10-25-50 years:

Yrs	Dept/ Div	Position	Current No.	Add-10 yrs	Add 25 yrs	Add 50 yrs	Totals
	Admin	Chief	1				1
		Deputy Chief			1		1
		Lieutenants	2		1		3
		Admin Assistant	1	1			2
	Investigations	Detectives	3	1		1	5
	School Resource	Officer	1		1		2

Medway Fire/ Police/ Town Hall
Feasibility Study

Police

	Patrol	Sergeants	5		1		6
		Officers	13	2	2	1	18
	Dispatch	Supervisor	1		1		2
		Dispatchers*	5	1	1	1	8
	Mental Health	Clinicians	1		1		2
		Total	33	5	9	3	50
10	Total staff			38			
25	Total staff				47		
50	Total staff					50	
	*Dispatch	numbers based on local dispatch; do not apply if the Town moves to regional dispatch					

Vehicle Fleet:

Current 2023 Vehicle Fleet:

Cruiser K-1	2020 Chevrolet Tahoe AWD
Cruiser K-2 {Patrol Supervisor}	2023 Chevrolet Tahoe AWD
Cruiser K-3	2019 Chevrolet Tahoe AWD
Cruiser K-4	2023 Chevrolet Tahoe AWD
Cruiser K-5	2017 Ford Taurus Interceptor
Cruiser K-6	2021 Chevrolet Tahoe AWD
Cruiser K-7	2021 Chevrolet Tahoe AWD
Cruiser K-8 {School Resource Officer}	2019 Chevrolet Tahoe AWD
Cruiser K-10 {Chief of Police}	2021 Ford Explorer Hybrid 4x4
Cruiser K-11 {Lieutenant}	2019 Chevrolet Tahoe 4x4

Medway Fire/ Police/ Town Hall
Feasibility Study

Police

Cruiser K-12 {Lieutenant}	2015 Ford Explorer 4x4
Cruiser K-13 {Lieutenant}	2017 Ford Interceptor Utility AWD
Special Ops. Unit K-17	2017 Ford F-250 4x4
Cruiser K-18	2011 Ford Crown Victoria
Cruiser K-19	2023 Ford Escape Plug-In Hybrid
Police UTV	2014 Polaris Ranger
Police ATV	2002 Polaris Sportsman
Police Off-Road Cycle B-4	2005 Kawasaki
Motorcycle B-1	2020 Harley Davidson
Motorcycle B-2	2016 Harley Davidson
Motorcycle B-3	2013 Harley Davidson
Police UTV	2014 Polaris Ranger
Police ATV	2002 Polaris Sportsman
Police Off-Road Cycle B-4	2005 Kawasaki
Traffic trailers	10

Current Facilities – Primary Deficiencies:

Site:

- The current location, located deep within a residential neighborhood, is both hard to find and restricts high-speed travel during emergency responses.
- Need for greater site perimeter security for the safety of officers and police vehicles.
- The existing site cannot accommodate the full fleet of Police Department vehicles and trailers, which are stored at other Town sites, including Fire Station #2 behind Town Hall and the DPW Garage.
 - The original parking lot has been increased since the building was constructed, and a shed added for motorcycles and patrol bike storage.

- Four Equipment Trailers are stored on site, one light tower, other trailers stored off site. Motor vehicle parts and radio equipment could be stored off site.
- Department vehicle count has more than tripled with the addition of cruisers, patrol cars and specialty off road vehicles.
- No vehicles are under cover.

Administration:

- Offices:
 - There is currently a lack of office space, shared workspace, report writing space.
 - Spaces are double and triple booked as needs arise and offices are shared.
- Conference Rooms:
 - The single existing conference room cannot accommodate the increasing administrative staff for larger meetings.
 - The current conference room is in the process of being changed to accommodate needed office space, leaving only the Training Room for any conference needs.
- Training Room:
 - The existing training room is limited to seating 12 and cannot accommodate a full staff meeting and is limited in accommodating lectures and training programs for staff. Larger space is needed.
 - Roll-call currently meets in the small First Floor Break Room
 - There is need for both lecture format presentations and a separate room for scenario (physical) training.
- Storage space:
 - There is a severe lack of dedicated storage space and storage appropriate to the type of materials being stored: general storage, evidence, department al property, other impounded property.
 - An ill-configured office supply closet and two additional small closets, one for equipment and the other “catch all” closet do not meet the needs of the department.

- The impound Garage takes overflow of impounded items with nowhere else to store items creating safety and inspection issues.
- Shelving units have been installed in the basement elevator lobby, boiler room and corridors for additional storage and are overflowing.
- The basement arms room is not adequate for the departments needs regarding the storage of department weapons, ammunition and training equipment and items that do not need to be locked are outside of the room.
- A cleaning supply closet which houses plumbing controls is under repair and supplies are relocated to a holding cell which creates a safety issue. A redesign of this space is being planned to resolve this issue.
- Locker rooms are cramped and smell and Lockers are too small requiring officers to store some uniform items at home, winter jackets etc.

Operations:

- Booking Interrogation/ Holding:
 - This building was designed without interview or interrogation rooms. A space was created and now serves three purposes: interrogation, report writing and space for the Department Clinician. Competing needs cause interruptions and the space does not meet current standards for safety or functionality for interrogation, including proper security to protect officers.
 - Number of cells (4) is sufficient. There has been a steady reduction in arrests.
 - However, a padded cell is needed due to an increase in mental illness.
- Traffic Enforcement:
 - Existing Traffic Enforcement is allocated a counter space off the Break Room and requires a dedicated room with multiple computer stations.
- Shift Supervisor:
 - Original Shift Supervisor's office has been given over to a small family conference space off the Waiting Room, requiring the shift supervisor to share workspace with other staff functions.

- Patrol Officers:
 - Each patrol officer should have a desk in an office shared by others.
- Evidence/ Property:
 - When built, this facility did not provide for an Evidence and Property Room to meet national standards. Initially a small closet was used and property was comingled. Since improved by adding two small locking metal cabinets for sexual assault collection kits and narcotics, these work arounds still do not meet national standards for bulk and high end items requiring secure storage.
 - A new forensics lab is needed to meet national standards and which addresses the following:
 - Room temperature
 - Intake protocols
 - Long-term storage
 - Eyewash station due to use of chemicals in processing
 - A large room off of the impound garage has been adapted to arms storage with 8' high locked metal fencing and locking metal cabinets within, however, still does not meet national standards due to location of exterior walls and a window.
- Dispatch:
 - Current dispatch is for local police, fire, DPW and animal control.
 - More staff and space is needed for a local (in-house) dispatch operation
 - Future dispatch may be a regional dispatch center in Medway, which is state-mandated.
 - An example of a regional dispatch center is the Holbrook Emergency Communications Center in Holbrook, MA:
 - 6,000 – 8,000 sf
 - 70 staff
 - Provides dispatch for 13 communities.
 - A regional dispatch center can be a stand-alone building with room for expansion.
- Armory Storage and Cleaning:
 - Current storage and service area for weapons do not meet national standards

- Existing room in Basement is only 95 sf
- Firing Range:
 - Currently, an off-site exterior range is used for training and practice.
 - An indoor firing range is needed.
 - Chief Kingsbury noted that the state may build a firing ranges for use by nearby municipal police departments.
 - An alternative to a live firing range is a MILO Range:
 - MILO Virtual — a simulation training systems provider for government, military, law enforcement, and police agencies for critical incident training, de-escalation, decision support training, traditional tactical judgment training, and firearms proficiency training. With simulations, scenario-based training, and mission-specific interactive judgment training, MILO Virtual can meet your robust training needs — any time, anywhere, any space, any place. MILO Virtual provides hundreds of complex dynamic video training scenarios, graphics-based firearms skill-builder drills, and industry-leading tactical training features. MILO Virtual is your team in the center, focused on virtual integration with live and cognitive divisions to the left and right.

Support:

- Locker & Shower Rooms:
 - Single shower, 1 WC and sink for women
 - Single shower, 2 WC's and 2 sinks for men
 - Locker space is minimal, requiring staff to bring uniforms home
 - Ratio of men-to-women officers is changing, requiring a more equal distribution of locker/ shower facilities.
- Breakroom:
 - Existing Break Room is very small for the need and shares space with Traffic Enforcement;
 - Larger Break Room needed for Dining, roll-call and breaks

- Fitness Room:
 - Currently in the Basement;
 - will need to be enlarged as the staff grows
- Fatigue and Lactation Room:
 - Currently no fatigue room with a couch for resting by staff.
 - Currently no dedicated lactation room for nursing mothers on staff.

Utility:

- Electrical service meets needs of current facility.
- Commissioning is required to trouble-shoot the issues with the current system
- There is a limited sprinkler system in the current facility. A full sprinkler system will be required with any major renovation or addition.
- Communications and power require redundancy in the event of power outages. There is currently a single emergency back-up generator. Another back-up to the generator is recommended to provide the appropriate redundancy.
- Improved IT and W-Fi is needed.

Electrical:

- Provide new nameplate specifying disconnect is 208V.
- Relocate data racks outside of electric room.
- Complete retrofit upgrade to LED lamps. Fixtures not able to be upgraded should be replaced with LED fixtures. Fixtures with mismatched color temperatures should be matched with other lighting fixtures.
- Provide new automated lighting controls with occupancy and photo sensors to help reduce lighting costs.
- Provide energy efficient, dark sky compliant building mounted lighting, emergency egress lighting above all doors, and LED pole fixtures at the parking lot.

- The generator is newer and appears in good condition. While the installation of the emergency system was done to code at the time, it does not conform to current code. A 2-hour rated life safety closet will need to be created to house a life safety panel and life safety ATS. Optional standby systems would be fed from the current ATS. Add EPO button to outside of generator enclosure.
- A new, addressable, Fire Alarm system should be installed with complete coverage.

HVAC:

- Insulate new boiler room.
- Consider replacing terminal hot water heating fin tube and unit heaters in the building with larger coil capacity terminal heating to allow for lower water temperatures.
- Service existing exhaust fans to insure proper operation. In the event fans are not working, consider replacing existing exhaust fans with new.
- Consider adding a building management system for remote monitoring, adjustment and alarm settings. If the boiler plant, or any area of the building has a heating system failure, the building management system will be able to alert the proper personnel. A BMS can also provide energy savings.

Plumbing:

- Recommend insulating any domestic water piping that is uninsulated to prevent condensation and to reduce heat loss.
- The majority of the existing sanitary, waste and vent piping system is in good condition and may re-utilized in an addition or renovation project. The sanitary, waste and vent piping exposed in the sally port garage is in poor condition.
- The existing natural gas system is in good condition and may re-utilized in an addition or renovation project. Recommend normal maintenance at this time.
- There is no expansion tank for thermal expansion, nor thermostatic mixing valve installed to prevent scalding.
- The plumbing fixtures are in good condition. Current Access Code requires accessible fixtures wherever plumbing is provided. In terms of the water conservation fixtures, their use is governed by the provisions of the Plumbing and Building Code. Essentially, the code does not require these fixtures to be upgraded, but where new fixtures are installed, as may be required by other codes or concerns, the new fixtures need to be water conserving type fixtures.

Fire Protection:

- Compliance with Massachusetts General Law M.G.L. Chapter 148 Section 26G is required in all existing buildings which exceed 7,500 square feet in area and undergo major alterations. Under these conditions, an existing building must provide a full sprinkler fire suppression system. A major alteration is defined as a reconfiguration of walls, doors, windows, mechanical systems, etc., which effectively makes installation of sprinkler systems easier and which affects more than 33% of the building area or more than 33% of the assessed value of the building.

Projected Requirements:

Area Summary:

- Total available building area (Existing): 9,907 sf
- Total available building area (Projected): 22,267 sf

Based upon projected staff increases and facility needs, the following is a summary of projected needs for an expanded or new Police Station:

- Site:
 - Centrally located with access to major roadways
 - Perimeter security fencing
 - Garaging:
 - Frontline patrol cars- enclosed cover
 - Other vehicles (personnel vehicles, motorcycles, support vehicles) – under cover

- Administration:
 - Office space (9)
 - Shared Offices (Detectives; Patrol Officer desk space) (2)
 - Conference rooms (2)
 - Large Training/ Meeting/ EOC Room
 - Separate scenario (physical) training room
 - Restrooms
 - Janitor Closet
 - Kitchenette
 - Copy and Office Supply Room
 - Storage
 - IT Room

- Operations:
 - Role-call Room
 - Booking/ Interrogation/ Holding
 - Traffic Enforcement
 - Shift Supervisor
 - Evidence:
 - Intake
 - Analysis
 - Storage
 - Records Storage
 - General Storage
 - Ammunition and Weapon Storage
 - Weapon Workroom
 - Sallyport

Medway Fire/ Police/ Town Hall

Feasibility Study

- Impounding Processing Bay
 - Miscellaneous Vehicle Storage
 - Found Property Storage
 - MILO firing range system: a virtual simulation training system
 - K-9 pen
- Dispatch (911/ Police/ Fire/ DPW/ Animal Control):
 - Dispatch Area (multi-station)
 - Supervisor Office
 - Break Room
 - Toilet Room
- Support:
 - Locker Room (Male)
 - Locker Room (Female)
 - Fatigue/ Rest Room
 - Breakroom
 - Fitness Room
 - Kitchen
 - Maternity/ Nursing Room
- General:
 - Main Lobby
 - Waiting/ Interview Room
 - Public Restrooms
 - Stairs
 - Elevator
 - Mechanical Room

- Electrical/ Emergency Electrical Rooms
- Structural:
 - Assuming that renovations would be a Level 2 alteration (where less than 50% of the existing building spaces or systems are reconfigured), the following structural related requirements would apply:
 - A structural investigation and evaluation that specifically addresses architectural or MEP changes that affect floor or roof framing, design loads, shear walls, bearing walls or braces. This would occur during schematic design of the renovation program.
 - Gravity loads (dead load, live load, snow load) that increase more than 5 percent on any element would trigger potential upgrades to existing structural elements.
 - Lateral loads (wind, seismic) that increased more than 10 percent on any bracing element would trigger upgrades to lateral bracing elements.
 - Additions should be structurally separated from the existing building via an expansion joint.
- Electrical:
 - DESIGN INTENT:
 - Energy Efficiency: Lighting system shall be designed and installed in accordance with IECC 2021.
 - Power Distribution:
 - Electrical power will be brought into the site via underground medium voltage cables from the utility company network. A pad mounted step-down transformer will be located at grade adjacent to the building. Service entrance and distribution switchgear will be located in the electrical room, along with lighting, power distribution, and mechanical equipment panels. The service capacity will be sized for 1200 amperes at 120/208V, 3Ø, 4 wire.
 - A diesel powered 130KW, 162.SKVA @ .8 P.F., 120/208V, 3Ø, 4W. Diesel fired emergency generator will be provided with sound attenuating weather proof enclosure, critical grade exhaust silencer, and automatic starting and safety controls. The generator will include two (3) service breakers: one (1) for life safety equipment and one (1) for optional standby equipment and (1) for the load bank.
 - The emergency power distribution system will consist of two (2) automatic transfer switches, one for life safety equipment and one for optional stand-by systems. A separate system of distribution panels

and conduit systems will be provided for each level of emergency or standby power. A manual transfer switch with cam-lock connections for a roll-up generator will be provided on the life safety side in compliance with NEC 700.3 (F).

- Uninterruptible Power Supply (UPS):
 - One (1) 20 KW, three (3) phase centralized UPS System will be provided with eight minutes of battery back-up.
 - The system will provide conditioned power to sensitive electronic loads, telecommunication systems, bridge over power interruptions of short duration and allow an orderly shutdown of servers and communication systems during a prolonged power outage.
 - The UPS system will also be connected to the stand-by generator.
 - Interior Lighting System
 - Site Lighting System
 - Wiring Devices
 - Metering
 - Level 2 AC Dual Electric Vehicle Charging Equipment
 - Renewable Energy System Provisions
 - Fire Alarm System
 - Security System
 - Lightning Protection System
-
- HVAC:
 - DESIGN INTENT
 - During the schematic design stage of the project after the preferred Architectural option is selected for the building(s), a life cycle cost analysis (LCCA) be performed for a minimum of three (3) HVAC system options. As part of the LCCA these options would be studied in terms of first, operating and maintenance/replacements costs in order to determine the system that has the lowest overall lifecycle cost.
 - The following three (3) HVAC systems could be studied as part of a LCCA:

- OPTION 1: Air Source VRF with VAV Energy Recovery AHUs with ASHP (Air Source Heat Pump)
 - VRF Systems:
 - Town Hall Heating and Cooling – Provide a new High efficiency VRF system with heat recovery. The system shall consist of (2) VRF plants each sized for 30 Tons for a total plant size of 60 tons. Indoor evaporators and branch circuit intermediate boxes shall also be provided inside the building.
 - Ventilation System:
 - ERV: Police Station Ventilation– Provide High efficiency heat pump heating/cooling section, energy recovery rooftop air handling unit with an estimated capacity of 8,000 CFM (32 Tons Cooling, 260 MBH heating heat pump section).
 - Vestibule, Entryway, Storage Room Supplemental Heating: New electric cabinet unit heaters, electric radiant ceiling panels and/or fin tube radiation heating equipment shall be installed to provide heating to vestibules, entry ways and storage areas.
- OPTION 2: Air Source Heat Recovery Chiller with VAV Energy Recovery RTUs with HHW/CHW Coils and Fan Coil Units
 - Under this option, the new buildings shall be provided with a new HVAC system similar to the one described in Option 1 but with the following exceptions:
 - In lieu of the proposed VRF systems, each building shall be provided with an air source heat recovery chiller. The chiller shall provide hot and chilled water which will be distributed to the ERVs and terminal heating/cooling equipment. The chiller shall have the following estimated capacities: Police Station: 92 tons
 - The AHUs shall be provided with hot water and chilled water heating/cooling coils in lieu of the proposed air source heat pump heating/cooling sections.

- The proposed VRF indoor evaporators shall be replaced by hot water/chilled water fan coil units.
 - The electric unit heaters and electric fintube/radiant ceiling panels noted above to serve vestibules, entryways, stairwells, and storage rooms shall be replaced by hot water unit heaters and fintube/radiant panels.
 - A mechanical room consisting of (2) HHW pumps, (2) CHW pumps, (1) backup electric boiler, (2) expansion tanks, (2) buffer tank, (2) glycol feeders, (2) chemical shot feeders and (2) air separators shall also be required.
- **OPTION 3: Geothermal Heat Pump Rooftop Units with VAV Energy Recovery RTUs and Water Source Heat Pump Fan Coil Units**
 - Under this option, the building renovation/addition shall be provided with a new HVAC system similar to the one described in Option 1 but with the following exceptions:
 - The proposed air source heat pump AHUs shall be replaced by a geothermal HVAC system consisting of a ground source wellfield and water source heat pump AHUs that shall be connected to the geothermal water loop for heat absorption and rejection.
 - The proposed VRF system shall be replaced by water source heat pump fan coil units.
 - A new closed-loop geothermal well field shall be installed at each building. The wells shall be 600-foot vertical closed loop wells, each with an estimated capacity of 4 tons. The estimated capacities for the wellfields are listed below; the final quantity, depth, and type of wells shall be determined by a ground-source wellfield consultant.
 - Police Station: 92 tons (estimated 23 wells at 4 tons each.)
 - A mechanical room consisting of (2) geothermal water pumps, (1) ground-source to VRF heat pump system, (1) ground-source to hot water heating heat pump system, (1) backup electric boiler, (1) expansion tank, (1) buffer tank, (1) glycol feeders, (1) chemical shot feeders and (1) air separators shall also be required.
 - Entry ways, mechanical spaces, etc. shall be heated by hot water unit heating equipment, which shall be served by a ground source to hot water heat pump system located in the mechanical room.

- Plumbing:
 - GENERAL
 - The Plumbing Systems that will serve the project are cold water, hot water, sanitary waste and vent system, storm drain system and natural gas.
 - The existing Building and addition will be serviced by Municipal water and Municipal sewer system.
 - All Plumbing in the building will conform to Accessibility Codes and to Water Conserving sections of the Plumbing Code.
 - DRAINAGE SYSTEM
 - WATER SYSTEM
 - GAS SYSTEM
 - FIXTURES
 - DRAINS
 - VALVES
 - INSULATION

- Fire Protection:
 - GENERAL
 - The new building will be served by a new 6-inch fire service, double check valve assembly, wet alarm valve complete with electric bell, and fire department connection meeting local thread standards.
 - System will be an automatic sprinkler system with control valve assemblies to limit the sprinkler area controlled to less than 52,000 s.f. as required by NFPA 13-2013.
 - Control valve assemblies shall consist of a supervised shutoff valve, check valve, flow switch and test connection with drain.
 - All areas of the building, including all finished and unfinished spaces, combustible concealed spaces, all electrical rooms and closets will be sprinklered.
 - All sprinkler heads will be quick-response, pendent in hung ceiling areas and upright in unfinished areas.

- BASIS OF DESIGN

- The mechanical rooms, garages and storage rooms are considered Ordinary Hazard Group 1; all other areas are considered light hazard.

- Required Design Densities:

Light Hazard Areas	0.10 GPM over 1,500 s.f.
Ordinary Hazard Group 1	0.15 GPM over 1,500 s.f.
Ordinary Hazard Group 2	0.20 GPM over 1,500 s.f.

- Sprinkler spacing (max.):

Light Hazard Areas:	225 s.f.
Ordinary Hazard Areas:	130 s.f.

- A flow test shall be performed to determine adequate water supply capacity.

- Technology:

The technology system design at the Medway Police Station is designed with Category 6A cable and intended for 10Gbps to the workstation. The voice wiring will be capable of VOIP.

- Technology Components:

Installation and integration of multiple technology components are as follows:

- Cabling for Voice, Data, and Video Technologies
- Data Electronics for LAN/WAN Data Infrastructure (not included as part of scope)
- Data Electronics for Internet Access (not included as part of scope)
- Data Network Computer Hardware (not included as part of scope)
- Data Network Software (not included as part of scope)

- Computer Peripherals (not included as part of scope)

- Data System:

The data system is designed for a Gigabit Ethernet (Category 6A cable) with 10Gbps connection to the workstation. The high speed data transmission will allow users to retrieve data from the internet and local area network almost instantly. The data system has been designed for users to accomplish:

- Internet access through a wireless lan and hard wired data drops.
- Applications for word processing, spreadsheet, and alike through a central applications server.
- Printing of documents from any user computer connected to network printers.
- Wireless access for employees at the facility.

- Telephone System:

The telephone system will utilize Category 6A cable similar to the data system. The infrastructure will be designed to accommodate Voice-Over-IP.

- Two-Way Communications System:

A Two-Way Communications System will be provided at the elevator lobbies that do not have grade access. Area of rescue assistance call boxes will be provided at Elevator Lobbies with no grade access. The call boxes connect to a main panel located adjacent to the Fire Alarm annunciator panel.

- Distribution Antennae System (DAS):

A Public Safety Radio Distributed Antenna System (DAS) which consists of bi-directional amplifiers (BDA), donor antennas, coverage antennas, coax cable, coax connectors, splitters, combiners, and couplers. These devices will be used as part of a system for in-building public safety, 2-way radio system communication.

END OF SECTION

Current Space and Programming Deficiencies and Projected Needs– Town Hall

Information Sources:

- TOWN OF MEDWAY FACILITIES CONDITION ASSESSMENT OF TOWN BUILDINGS
Town Hall
115 Village Street
7 December, 2020
Gorman Richardson Lewis Architects

Interview with Town Administration 8/3/2023

- Michael Boynton, Town Manager
- Allison Potter, Assistant Town Manager

Overview:

Originally built in 1912, the Town Hall is a two-story brick masonry building with a full basement below grade and a hip roof with deep eave overhangs in keeping with the Italianate/ Renaissance style. The first and second floors are occupied by municipal offices and meeting rooms and the basement level is used only for storage of Town records. The primary public entrance is the central (front) entrance along Village Street and a rear entrance provides access for Town staff from the rear parking area.

Renovations in the 1980's transformed Sanford Hall into the current Town Hall with municipal offices, a large meeting room (Sanford Hall) with upgrades including a 3-stop elevator. A suspended acoustical (ACT) ceiling was installed at the second floor, typical for a modern office fit-out, but resulting in concealing the detailed high-bay ceiling of the former theatre space, which is visible above the existing ACT ceiling.

Existing Facility:

- Town Hall
 - 115 Village Street, Medway
 - Built: 1912 (111 years); renovated in 1980 (43 years)
 - Total Building Area: 10,720 sf

Staffing:

Current (2023) Staff and Projected Needs:

Yrs	Dept/ Div	Current No.	Add-10 yrs	Add 25 yrs	Add 50 yrs	Totals
	Community and Economic Development; Planning and Conservation	4 (+2 p/t)	1	1	1	7
	Communications	1	1		1	3
	Town Manager	3	1			4
	Finance/ Accounting	3	1		1	5
	Treasurer/ Collectors	3 (+1 p/t)	1		1	5
	Building Department	4 (+ 2 p/t)	1	1	1	7
	Human Resources	1	1	1		3

Yrs	Dept/ Div	Current No.	Add-10 yrs	Add 25 yrs	Add 50 yrs	Totals
	Assessors	2 (+1 p/t)	1		1	4
	Board of Health	1	1		1	3
	Town Clerk	1 (+5 p/t)	1	1	1	4
	DPW Administration	6	1	1	1	9
	IT	0	2	1		3
	Total staff (F/T)	29	13	6	9	57
10	Total staff (F/T)		42			
25	Total staff			48		
50	Total staff				57	

Current Facilities – Primary Deficiencies:

Based upon the findings of the Conditions Assessment Report for Town Hall completed in December of 2020, and recent interviews with the Town Administration, the overall condition of the Town Hall includes significant physical and functional deficiencies of the building as well as significant site and location deficiencies which severely limit the building's accommodation of the current and future needs of the Town Hall.

Site:

- Constrained parking and vehicular access into and out of the site.
- Decentralized location for the Town Hall

Building:

- General:
 - From discussions with department representatives who occupy the building the primary functional deficiencies include:
 - lack of sufficient office and public space,
 - lack of acoustical privacy,
 - significant difficulty in operating the double hung windows,
 - lack of sufficient storage, especially secure storage for each department handling public records and limited meeting/ conference space.
 - Lack of reliable IT and W-Fi infrastructure.
- Structural:
 - Foundation/Floor Slab:
 - It was reported that one or more lally columns become fully unloaded and can be moved by hand at different times throughout the year. This could be a result of differential foundation settlement from seasonal ground water fluctuations.
 - All lally columns shall be fitted with cap plates that can be secured to the supporting beams. Frequent monitoring, including deflection measurements should be performed to verify if foundation settlement is occurring.
 - Upper Floors:
 - There is noticeable sloping of both the first and second floors. Typically, there floors slope down near the perimeter exterior walls. There are uneven floor areas on the first floor likely due to previously infilled subfloors not aligning with the adjacent floors.
 - Roof:

- The inner ply of a 3-ply ceiling girder(one of two), which spans the long direction of the building and supports the ceiling joists, is cracked in at least two locations. There was measurable separation between plys of both girders which is likely a result of outward thrust of the exterior walls. A tension tie was observed to be withdrawn and bent leading to nearly 1” of local separation of the outer ply.
- Damaged ceiling girders shall be repaired or reinforced. All withdrawn tension ties shall be reinforced with steel strap ties fastened with structural screws. (1-5yrs) A comprehensive structural evaluation of the entire roof structure should be performed to determine if additional strengthening, bracing, etc. is warranted.
- Exterior Walls:
 - Several concrete lintels with spalls and cracks. Random areas of bricks are heavily weathered with minor cracks and shallow spalls. Weathering is more severe along the base of wall adjacent to the paved areas likely a result of salt deterioration. There are numerous abandoned in place metal inserts which are corroded and causing localized cracks and spalls. Several dental bricks, just below the roof overhang have either spalled or sheared off which presents a fall hazard to the public. It is recommended that the entire perimeter of the building be evaluated for additional loose or damaged dental bricks.
- Other:
 - There is a large chimney at the rear corner of the building which should be evaluated for seismic stability. Structural bracing may be required by code if the building undergoes structural alterations in the future.
 - A comprehensive structural evaluation of the chimney should be performed do determine if additional strengthening, bracing, etc. is warranted.
- Electrical:
 - Add occupancy sensors to each space.
 - Add pole LED lighting and perimeter sconces.
 - Replace fire alarm system with an addressable system with full coverage
 - Provide heat detectors
 - Add Lightning Protection system
 - Test signal strength and provide a BDA if required.

- HVAC:
 - Overall the fintube should be removed and replaced.
 - Ductless split cooling heat pump units are older versions although they are functioning the system should be replaced with new higher efficiency heat pump systems.
 - Overall piping and insulation should be removed and replaced as some sections of piping are beginning to show signs of corrosion and some of the insulation is missing or damaged.
 - The exhaust fan is in need of replacement and capacity should be verified as additional toilet rooms have been added.
 - Overall the control system is antiquated and in need of replacement.

- Plumbing:
 - Install Reduced Pressure Backflow Preventer if required by Local Water Department.
 - Recommend insulating all domestic water piping to prevent condensation and to reduce heat loss.
 - All gate valves may not be fully operational. Recommend replacing with ball valves.
 - The existing sanitary, waste and vent piping system is in good condition and may re-utilized in an addition or renovation project. Recommend normal maintenance at this time.
 - The sump pump discharge is PVC, which is non-Compliant.
 - The existing natural gas system is in good condition and may re-utilized in an addition or renovation project. Recommend normal maintenance at this time.
 - There is no expansion tank for thermal expansion, nor thermostatic mixing valve installed to prevent scalding. .
 - The plumbing fixtures are in good condition. Current Access Code requires accessible fixtures wherever plumbing is provided. In terms of the water conservation fixtures, their use is governed by the provisions of the Plumbing and Building Code. Essentially, the code does not require these fixtures to be upgraded, but where new fixtures are installed, as may be required by other codes or concerns, the new fixtures need to be water conserving type fixtures.

- Fire Protection:
 - Compliance with Massachusetts General Law M.G.L. Chapter 148 Section 26G is required in all existing buildings which exceed 7,500 square feet in area and undergo major alterations. Under these conditions, an existing building must provide a full sprinkler fire suppression system. A major alteration is defined as a reconfiguration of walls, doors, windows, mechanical systems, etc., which effectively makes installation of sprinkler systems easier and which affects more than 33% of the building area or more than 33% of the assessed value of the building.

Additional Requirements:

In addition to the deficiencies in the existing facility noted above, the following facilities were noted as important to the operations of the police station but not currently existing:

- Large, outdoor gathering space or “Town Green” with the Town Hall as the focal point
- Emergency Operations Center in communication with Police and Fire
- Large, public meeting room for public meetings
- Garage/ covered parking for town staff

Projected Requirements:

Area Summary:

- Total available building area (Existing):.....10,720 sf
- Total available building area (Projected):.....23,080 sf

Based upon projected staff increases and facility needs, the following is a summary of projected needs for an expanded or new Town Hall:

- Administration/ Operations:
 - Office space (35)
 - Customer Service windows:
 - Treasurer/ Collector
 - Town Clerk
 - Board of Assessors
 - Building Department
 - Board of Health
 - Park & Recreation Department
 - DPW:
 - Director's office
 - (3) administration offices
 - (1) assistant
 - (1) Sustainability Coordinator + help
 - Plan (paper) storage
 - Conference rooms (3: Town Manager; Community and Economic Development; DPW)
 - Vault (for Treasurer/ Collector Office)
 - Vault (Town Clerk)
 - Restrooms
 - Janitor Closet
 - Kitchenette
 - Copy and Office Supply Room
 - Storage (General and Dedicated)
 - Training Room (50 person occupancy)

- Records Storage
- IT Rooms

- General:
 - Large Public Meeting Room
 - Kitchen/ Cafeteria
 - Main Lobby
 - Information Counter
 - Public Restrooms
 - Stairs
 - Elevator
 - Mechanical Room
 - Electrical/ Emergency Electrical Rooms
 - General Storage

- Structural:
 - Assuming that renovations would be a Level 3 alteration (where more than 50% of the existing building spaces or systems are reconfigured), the following structural related requirements would apply:
 - A structural investigation and evaluation that specifically addresses architectural or MEP changes that affect floor or roof framing, design loads, shear walls, bearing walls or braces. This would occur during schematic design of the renovation program.
 - Gravity loads (dead load, live load, snow load) that increase more than 5 percent on any element would trigger potential upgrades to existing structural elements.
 - Lateral loads (wind, seismic) that increased more than 10 percent on any bracing element would trigger upgrades to lateral bracing elements.

- Additions should be structurally separated from the existing building via an expansion joint.
 - Modifications to existing brick masonry walls may trigger an upgrade of the lateral bracing system to resist current wind loads and reduced seismic loads.
 - If the renovation includes a substantial structural alteration (where more than 30% of the structure is altered), it may trigger an upgrade of the lateral bracing system to resist current wind loads and reduced seismic loads.
 - New wall anchors between the roof members and the perimeter brick walls would need to be installed and similar anchorage would be recommended at the floor levels.
-
- HVAC:
 - DESIGN INTENT
 - During the schematic design stage of the project after the preferred Architectural option is selected for the building(s), a life cycle cost analysis (LCCA) be performed for a minimum of three (3) HVAC system options. As part of the LCCA these options would be studied in terms of first, operating and maintenance/replacements costs in order to determine the system that has the lowest overall lifecycle cost.
 - The following three (3) HVAC systems could be studied as part of a LCCA:
 - OPTION 1: Air Source VRF with VAV Energy Recovery AHUs with ASHP (Air Source Heat Pump)
 - VRF Systems:
 - Town Hall Heating and Cooling – Provide a new High efficiency VRF system with heat recovery. The system shall consist of (2) VRF plants each sized for 30 Tons for a total plant size of 60 tons. Indoor evaporators and branch circuit intermediate boxes shall also be provided inside the building.
 - Ventilation System:

- ERV Town Hall Ventilation– Provide High efficiency heat pump heating/cooling section, energy recovery rooftop air handling unit with an estimated capacity of 9,000 CFM (36 Tons Cooling, 293 MBH heating heat pump section).
 - Vestibule, Entryway, Storage Room Supplemental Heating: New electric cabinet unit heaters, electric radiant ceiling panels and/or fin tube radiation heating equipment shall be installed to provide heating to vestibules, entry ways and storage areas.
- OPTION 2: Air Source Heat Recovery Chiller with VAV Energy Recovery RTUs with HHW/CHW Coils and Fan Coil Units
 - Under this option, the new buildings shall be provided with a new HVAC system similar to the one described in Option 1 but with the following exceptions:
 - In lieu of the proposed VRF systems, each building shall be provided with an air source heat recovery chiller. The chiller shall provide hot and chilled water which will be distributed to the ERVs and terminal heating/cooling equipment. The chiller shall have the following estimated capacities: Town Hall: 100 tons
 - The AHUs shall be provided with hot water and chilled water heating/cooling coils in lieu of the proposed air source heat pump heating/cooling sections.
 - The proposed VRF indoor evaporators shall be replaced by hot water/chilled water fan coil units.
 - The electric unit heaters and electric fintube/radiant ceiling panels noted above to serve vestibules, entryways, stairwells, and storage rooms shall be replaced by hot water unit heaters and fintube/radiant panels.
 - A mechanical room consisting of (2) HHW pumps, (2) CHW pumps, (1) backup electric boiler, (2) expansion tanks, (2) buffer tank, (2) glycol feeders, (2) chemical shot feeders and (2) air separators shall also be required.

- OPTION 3: Geothermal Heat Pump Rooftop Units with VAV Energy Recovery RTUs and Water Source Heat Pump Fan Coil Units
 - Under this option, the building renovation/addition shall be provided with a new HVAC system similar to the one described in Option 1 but with the following exceptions:
 - The proposed air source heat pump AHUs shall be replaced by a geothermal HVAC system consisting of a ground source wellfield and water source heat pump AHUs that shall be connected to the geothermal water loop for heat absorption and rejection.
 - The proposed VRF system shall be replaced by water source heat pump fan coil units.
 - A new closed-loop geothermal well field shall be installed at each building. The wells shall be 600-foot vertical closed loop wells, each with an estimated capacity of 4 tons. The estimated capacities for the wellfields are listed below; the final quantity, depth, and type of wells shall be determined by a ground-source wellfield consultant.
 - Town Hall: 100 tons (estimated 25 wells at 4 tons each.)
 - A mechanical room consisting of (2) geothermal water pumps, (1) ground-source to VRF heat pump system, (1) ground-source to hot water heating heat pump system, (1) backup electric boiler, (1) expansion tank, (1) buffer tank, (1) glycol feeders, (1) chemical shot feeders and (1) air separators shall also be required.
 - Entry ways, mechanical spaces, etc. shall be heated by hot water unit heating equipment, which shall be served by a ground source to hot water heat pump system located in the mechanical room.

- Electrical

- DESIGN INTENT

- Power Distribution:

- Electrical power will be brought into the site via underground medium voltage cables from the utility company network. A pad mounted step-down transformer will be located at grade adjacent to the building. Service entrance and distribution switchgear will be located in the electrical room, along with lighting, power distribution, and mechanical equipment panels. The service capacity will be sized for 1200 amperes at 120/208V, 3Ø, 4 wire.
 - A diesel powered 130KW, 162.SKVA @ .8 P.F., 120/208V, 3Ø, 4W. Diesel fired emergency generator will be provided with sound attenuating weather proof enclosure, critical grade exhaust silencer, and automatic starting and safety controls. The generator will include two (3) service breakers: one (1) for life safety equipment and one (1) for optional standby equipment and (1) for the load bank.
 - The emergency power distribution system will consist of two (2) automatic transfer switches, one for life safety equipment and one for optional stand-by systems. A separate system of distribution panels and conduit systems will be provided for each level of emergency or standby power. A manual transfer switch with cam-lock connections for a roll-up generator will be provided on the life safety side in compliance with NEC 700.3 (F).

- Uninterruptible Power Supply (UPS):

- One (1) 20 KW, three (3) phase centralized UPS System will be provided with eight minutes of battery back-up.

- The system will provide conditioned power to sensitive electronic loads, telecommunication systems, bridge over power interruptions of short duration and allow an orderly shutdown of servers and communication systems during a prolonged power outage.
 - The UPS system will also be connected to the stand-by generator.
 - Interior Lighting System
 - Site Lighting System
 - Wiring Devices
 - Metering
 - Level 2 AC Dual Electric Vehicle Charging Equipment
 - Renewable Energy System Provisions
 - Fire Alarm System
 - Security System
 - Lightning Protection System
- Plumbing:
 - GENERAL
 - The Plumbing Systems that will serve the project are cold water, hot water, sanitary waste and vent system, storm drain system and natural gas.
 - The existing Building and addition will be serviced by Municipal water and Municipal sewer system.
 - All Plumbing in the building will conform to Accessibility Codes and to Water Conserving sections of the Plumbing Code.
 - DRAINAGE SYSTEM
 - WATER SYSTEM
 - GAS SYSTEM
 - FIXTURES
 - DRAINS

- VALVES
- INSULATION

- Fire Protection:

- All areas of the building, including all finished and unfinished spaces, combustible concealed spaces, all electrical rooms and closets will be sprinklered.
- BASIS OF DESIGN
 - The mechanical rooms and storage rooms are considered Ordinary Hazard Group 1; all other areas are considered light hazard.
 - Required Design Densities:
 - Light Hazard Areas 0.10 GPM over 1,500 s.f.
 - Ordinary Hazard Group 1 0.15 GPM over 1,500 s.f.
 - Ordinary Hazard Group 2 0.20 GPM over 1,500 s.f.
 - Sprinkler spacing (max.):
 - Light Hazard Areas: 225 s.f.
 - Ordinary Hazard Areas: 130 s.f.
 - A flow test shall be performed to determine adequate water supply capacity.

- Technology:

- Technology Components:
 - The Technology system to be designed with Category 6A cable and intended for 10G bps to the workstation. The voice wiring will be capable of VOIP.
 - Installation and integration of multiple technology components are as follows:
 - Cabling for Voice, Data, and Video Technologies

- Data Electronics for LAN/WAN Data Infrastructure (not included as part of scope)
- Data Electronics for Internet Access (not included as part of scope)
- Data Network Computer Hardware (not included as part of scope)
- Data Network Software (not included as part of scope)
- Computer Peripherals (not included as part of scope)
- Data System:
 - The data system to be designed for a 10 Gig Ethernet (Category 6A cable) with 10G Base-T connection to the workstation. The high-speed data transmission will allow users to retrieve data from the internet and local area network almost instantly.
- Telephone System:
 - The telephone system will utilize Category 6A cable similar to the data system. The infrastructure will be designed to accommodate Voice-Over-IP.
- Cable-TV System:
 - The Cable-TV system will comprise of a coaxial cable drops at each location. The system will be bi-directional type, which allows for both receiving and transmitting broadband signals.
- Two-Way Communications System:
 - A Two-Way Communications System will be provided at the elevator lobbies that do not have grade access. Area of rescue assistance call boxes will be provided at Elevator Lobbies with no grade access. The call boxes connect to a main panel located adjacent to the Fire Alarm annunciator panel.
 - Distribution Antennae System (DAS):
 - A Public Safety Radio Distributed Antenna System (DAS) which consists of bi-directional amplifiers (BDA), donor antennas, coverage antennas, coax cable, coax connectors, splitters, combiners, and couplers. These devices will be used as part of a system for in-building public safety, 2-way radio system communication.

END OF SECTION

Current Space and Programming Factors– 120 Main Street Site

Information Sources:

Available documentation:

- *PURCHASE OF MEDWAY BLOCK PROPERTY 120 Main Street FAQ's* posted on the Town's website on October 28, 2022
- *OWNER'S PLAN OF LAND* dated April 11, 2023 prepared by Guerriere & Halnon, Inc.
- *PHASE V – STATUS REPORT AND STATUS REPORT TO MAINTAIN A REMEDY OPERATION STATUS* dated May 12, 2023 prepared by Tetra Tech

Interview with Medway DPW Director, Peter Pellitier 9/11/2023

Overview

1. There is an existing environmental issue on site that has been identified, reported and a remediation plan initiated.
 - Existing Environmental Issue (as described in the *Phase V – Status Report and Status Report to Maintain a Remedy Operation Status*):
 - On April 5, 1999, the former consultant Paragon Environmental Services, Inc. identified greater than ½-inch of light non-aqueous phase liquid (LNAPL) in groundwater monitoring well MW-1. The source was determined to be from a former machine pit within the former Manufacturing Building.
 - The nature and source of the LNAPL release were determined to consist of hydraulic oil that had been released into the soil and groundwater via a former machine pit and associated equipment that was located in the Manufacturing Building. The leaking equipment source had been replaced prior to reporting of the release.
 - A full description and summary of actions taken since the initial reporting is included in the *Phase V – Status Report and Status Report to Maintain a Remedy Operation Status* dated May 12, 2023 prepared by Tetra Tech.
 - To date, the original plume appears not to be migrating further. Once the existing Manufacturing Building is removed, excavation of the contaminated soils can be undertaken.

- The Town is currently pursuing a brownfield grant from the US Environmental Protection Agency (EPA) in the amount of \$1million.
- 2. The northern site boundary abuts residential neighbors and will need to be well-defined and appropriately screened from view.
- 3. Stormwater will be managed on site per current state regulations to minimize infiltration into the Town's storm water system.
- 4. Water and sewer services will come from Main Street.
- 5. Water Treatment Plant:
 - As noted on the Town's website, the Town's public drinking water supply is drawn entirely from the Charles River Basin through four gravel packed groundwater wells.
 - To ensure sufficient water supply to the community at acceptable treatment levels the town has embarked on the design and construction of a Centralized DPW Water Treatment Plant, which will be located on Populatic Street, for the Populatic St., Village St. and Oakland St. wells.
- 6. Electricity and gas utilities are provided by Eversource; there is gas on both Main Street and Pond Street.
- 7. Solar will be considered with any development of the site.
- 8. DPW Dispatch is coordinated through the Central dispatch at the Police Station.
- 9. The Town owns its own fiber.
- 10. Trash is currently contracted with Lawrence Waste Servies in Medway. There is a recycling center at 46 Broad Street (DPW garage site).

Site Program Requirements *(see Proposed Site Plan – Option 1 at the end of this report)*

- Building locations within the site:
 - Town Hall separate from combined Public Safety building to allow positioning of the Town Hall with prominence facing Main Street and at the head of the "Town Green"
 - Public Safety building (Fire & Police) located further back from the Main Street front to reduce expanse of asphalt pavement needed for vehicle and apparatus maneuvering near the Main Street front and "Town Green".

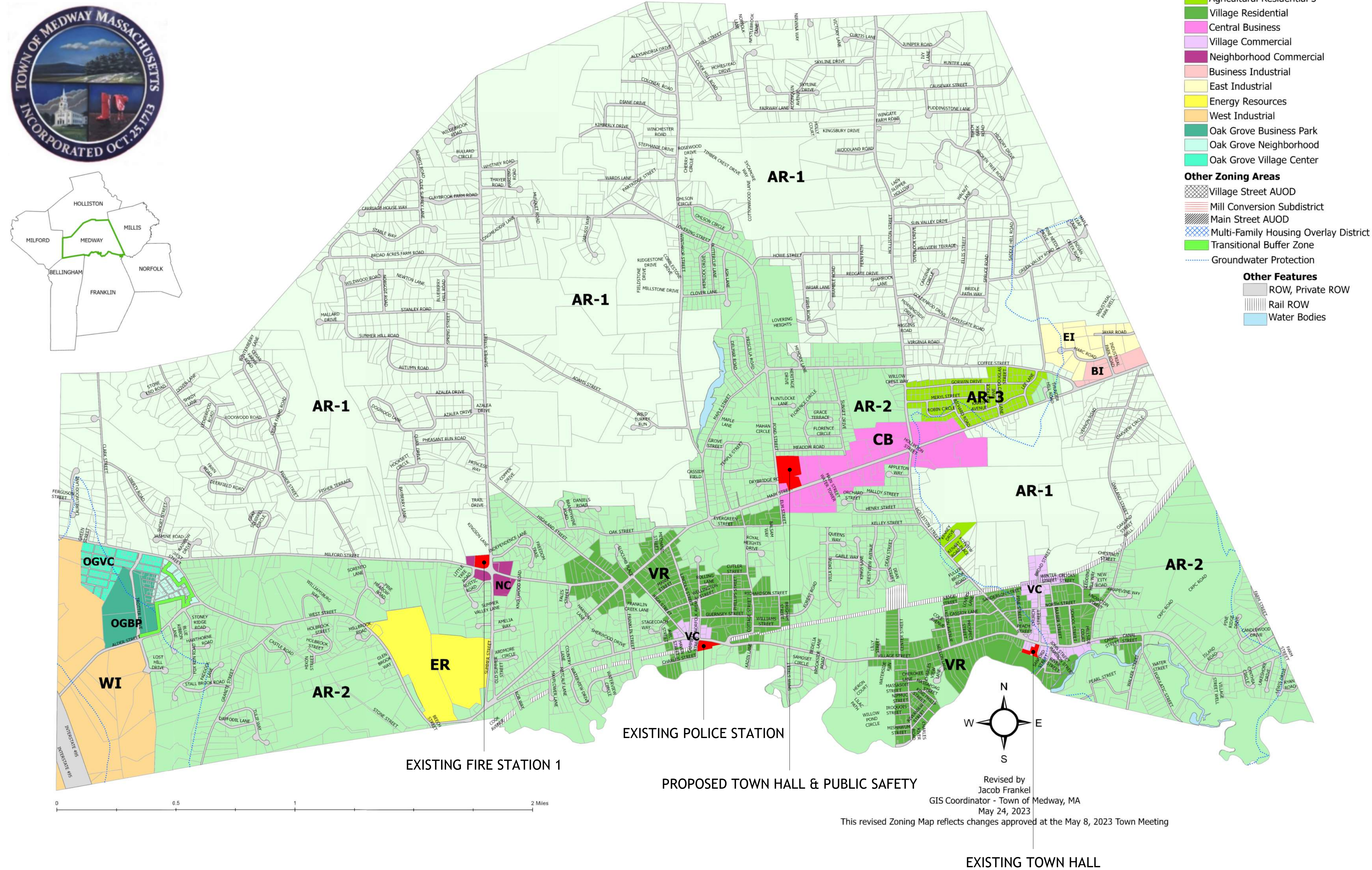
- Town Green and Public Amenities:
 - Develop open area facing Main Street as a “Town Green”
 - Features to include:
 - Lawn, plantings and hardscape walkways appropriate for a primary town center
 - Features: reflecting pool, fountain, clock tower, gazebo/ bandstand
 - Site lighting, seating
 - Coordinate with proposed development across Main Street to emphasize a “Town Center” with the proposed Town Green
 - Playing courts (basketball, pickleball) on the municipal site with public access
- Vehicular access to Main Street and Pond Street
 - Separate vehicular access by emergency vehicles to Main Street and Pond Street
- Neighbors:
 - Substantial privacy buffer (trees, fencing, stone walls) between municipal site and adjacent residential neighbors along the north boundary;
 - Locate access to Pond Street to minimize emergency traffic directly across from private homes
 - Privacy and security buffer between municipal site and adjacent commercial neighbors.
- Site Security:
 - Gated security fencing around Public Safety building.

Building Program Requirements

Projected requirements for each department are included in the *Current Space and Programming Deficiencies and Projected Needs* for each department (Fire, Police, Town Hall) in the previous sections of this report.

END OF SECTION

Town of Medway, MA Zoning Map

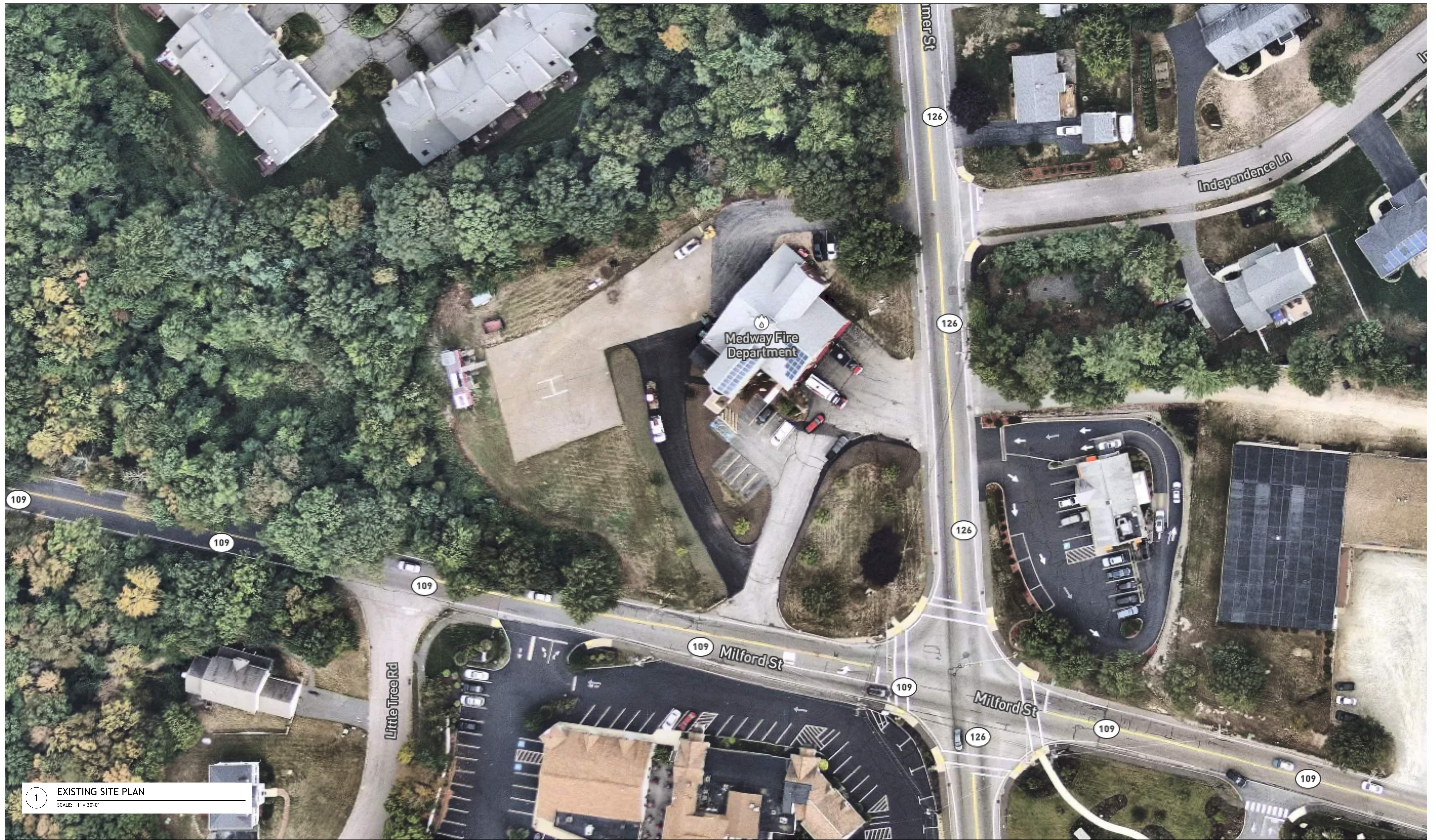


G | R | L | A

Gorman Richardson Lewis Architects



MEDWAY TOWN HALL & PUBLIC SAFETY 03/04/24
TOWN OF MEDWAY ZONING MAP 120 MAIN STREET





- PROS**
- MITIGATES EXISTING PHYSICAL DEFICIENCIES
 - IMPROVES CURRENT FUNCTIONAL DEFICIENCIES AND SPACE NEEDS, AND TO A LIMITED DEGREE FUTURE SPACE NEEDS
 - IMPROVES THE SERVICE LIFE OF THE BUILDING AND BUILDING SYSTEMS
 - IMPROVES THE SAFETY AND COMFORT OF OCCUPANTS

- CONS**
- DOES NOT RESOLVE LIMITATIONS OF EXISTING SITE:
 - NOT A CENTRAL LOCATION
 - LOCATION AT A MAJOR INTERSECTION IS PROBLEMATIC FOR SITE EGRESS AND ENTRANCE BY EMERGENCY VEHICLES
 - DISCONNECTED FROM FIRE AND TOWN ADMINISTRATION
 - SEPARATION OF VEHICLE GARAGING
 - LIMITS FUTURE EXPANSION AS TOWN POPULATION GROWS
 - ELIMINATES BENEFITS OF A COMBINED PUBLIC SAFETY BLDG:
 - EMERGENCY OPERATIONS CENTER (EOC)
 - SHARED RESOURCES
 - CENTRALIZED LOCATION ALONG MAIN ROADWAY
- DISRUPTIVE TO THE DAY-TO-DAY OPERATIONS OF THE FIRE STATION DURING CONSTRUCTION

ZONING DISTRICT = NEIGHBORHOOD COMMERCIAL

- FRONT SET BACK = 35'-0"
- SIDE SET BACK = 15'-0"
- REAR SET BACK = 15'-0"

05 EXISTING PARKING SPACES
41 NEW PARKING SPACES @ 9'-0" X 18'-0"
46 TOTAL PARKING SPACES

EXISTING BUILDING:

5,417 GSF = FIRST FLOOR LEVEL
3,626 GSF = SECOND FLOOR LEVEL
9,043 GSF = TOTAL EXISTING BUILDING AREA

BUILDING ADDITION:

8,882 GSF = MAIN STATION FIRST FLOOR LEVEL
8,882 GSF = MAIN STATION SECOND FLOOR LEVEL
7,200 GSF = APPARATUS BAY
24,964 GSF = TOTAL BUILDING ADDITION AREA

34,007 GSF = TOTAL COMBINED AREA OF EXISTING & PROPOSED





1

EXISTING SITE IMAGE

SCALE: 1" = 20'-0"

G | R | L | A

Gorman Richardson Lewis Architects



MEDWAY POLICE STATION
EXISTING SITE IMAGE

03/04/24

315 VILLAGE STREET



- PROS**
- MITIGATES EXISTING PHYSICAL DEFICIENCIES
 - IMPROVES CURRENT FUNCTIONAL DEFICIENCIES AND SPACE NEEDS, AND TO A LIMITED DEGREE FUTURE SPACE NEEDS
 - IMPROVES THE SERVICE LIFE OF THE BUILDING AND BUILDING SYSTEMS
 - IMPROVES THE SAFETY AND COMFORT OF OCCUPANTS

- CONS**
- DOES NOT RESOLVE LIMITATIONS OF EXISTING SITE:
 - NOT A CENTRAL LOCATION
 - LOCATED WITHIN DENSE RESIDENTIAL NEIGHBORHOOD
 - DISCONNECTED FROM FIRE AND TOWN ADMINISTRATION
 - EXACERBATES THE ALREADY TIGHT SITE FOR VEHICLE STORAGE
 - LIMITS FUTURE EXPANSION AS TOWN POPULATION GROWS
 - ELIMINATES BENEFITS OF COMBINED PUBLIC SAFETY BUILDING:
 - EMERGENCY OPERATIONS CENTER (EOC)
 - SHARED RESOURCES
 - CENTRALIZED LOCATION ALONG MAIN ROADWAY
 - DISRUPTIVE TO THE DAY-TO-DAY OPERATIONS OF THE POLICE STATION DURING CONSTRUCTION

ZONING DISTRICT = VILLAGE COMMERCIAL

- FRONT SET BACK = 20'-0"
- SIDE SET BACK = 10'-0"
- REAR SET BACK = 10'-0"

06 EXISTING PARKING SPACES
42 PARKING SPACES @ 9'-0" X 18'-0"
48 TOTAL PARKING SPACES

EXISTING BUILDING:

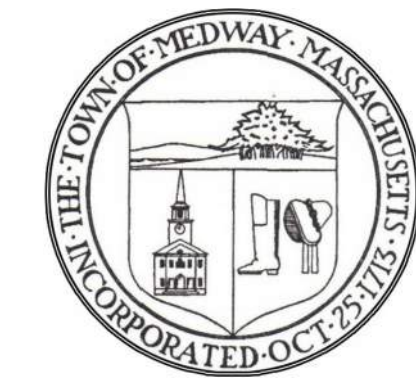
1,776 GSF = BASEMENT LEVEL
4,166 GSF = FIRST FLOOR LEVEL
3,965 GSF = SECOND FLOOR LEVEL
9,907 GSF = TOTAL EXISTING BUILDING AREA

BUILDING ADDITION:

4,120 GSF = BASEMENT
4,120 GSF = FIRST FLOOR
4,120 GSF = SECOND FLOOR
12,360 GSF = TOTAL BUILDING ADDITION AREA

22,267 GSF = TOTAL COMBINED AREA OF EXISTING & PROPOSED

1 PROPOSED SITE PLAN
SCALE: 1" = 20'-0"







- PROS**
- IMPROVES CURRENT PHYSICAL AND FUNCTIONAL DEFECIENCIES AND SPACE NEEDS, AND TO A LIMITED DEGREE FUTURE SPACE NEEDS
 - IMPROVES THE SEFVICE LIFE OF THE BLDG & BLDG SYSTEMS
 - IMPROVES THE SAFETY AND COMFORT OF OCCUPANTS
 - MAINTAINS HISTORIC CHARACTER OF TOWN HALL

- CONS**
- DOES NOT RESOLVE LIMITATIONS OF EXISTING SITE:
 - NOT A CENTRAL LOCATION
 - HEMMED IN BY SURROUNDING BUILDINGS
 - DISCONNECTED FROM FIRE AND POLICE
 - EXACERBATES THE ALREADY TIGHT SITE FOR PARKING
 - LIMITS FUTURE EXPANSION AS TOWN POPULATION GROWS
 - ELIMINATES BENEFITS OF A COMBINED PUBLIC SAFETY BLDG:
 - EMERGENCY OPERATIONS CENTER (EOC)
 - SHARED RESOURCES
 - CENTRALIZED LOCATION ALONG MAIN ROADWAY
- WILL REQUIRE RELOCATION OF TOWN HALL OPERATIONS DURING CONSTRUCTION

ZONING DISTRICT = VILLAGE COMMERCIAL

- FRONT SET BACK = 20'-0"
- SIDE SET BACK = 10'-0"
- REAR SET BACK = 10'-0"

08 EXISTING PARKING SPACES
64 NEW PARKING SPACES @ 9'-0" x 18'-0"
72 TOTAL PARKING SPACES

EXISTING BUILDING:

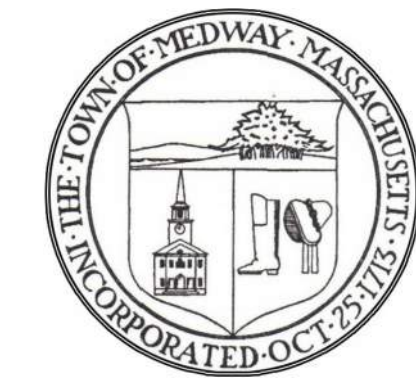
3,266 GSF = BASEMENT LEVEL
3,737 GSF = FIRST FLOOR LEVEL
3,717 GSF = SECOND FLOOR LEVEL
10,720 GSF = TOTAL EXISTING BUILDING AREA

BUILDING ADDITION:

4,120 SF = BASEMENT LEVEL
4,120 SF = FIRST FLOOR LEVEL
4,120 SF = SECOND FLOOR LEVEL
12,360 SF = TOTAL BUILDING ADDITION AREA

23,080 SF = TOTAL COMBINED AREA OF EXISTING & PROPOSED

1 PROPOSED SITE PLAN
SCALE: 1" = 20'-0"







ZONING DISTRICT = CENTRAL BUSINESS

- FRONT SET BACK = 10'-0"
- SIDE SET BACK = 10'-0"
- REAR SET BACK = 25'-0"

PARKING SPACES @ 9'-0" x 18'-0"

064 = PUBLIC
018 = TOWN HALL STAFF
060 = POLICE DEPARTMENT
058 = FIRE DEPARTMENT
200 = TOTAL PARKING

TOWN HALL: 6,600 GSF x 3 LEVELS = 19,800 GSF

FIRE STATION:

- MAIN STATION: 10,000 GSF x 2 LEVELS = 20,000 GSF
- APPARATUS BAYS: 14,000 GSF x 1 LEVEL = 14,000 GSF

POLICE STATION:

- MAIN STATION: 10,000 GSF x 2 LEVELS = 20,000 GSF
- GARAGE : 2,000 GSF x 1 LEVEL = 2,000 GSF

BUILDING CONNECTORS: 1,200 GSF

TOTAL AREA = 77,000 GSF

1 PROPOSED SITE PLAN
SCALE: 1" = 50'-0"



AGENDA ITEM

#6

**Approval: Contract with Capra Planning
for Baseline Documentation of Town
Owned Open Space -
Not to Exceed \$22,900**

Associated back up materials attached:

- *Contract*

Proposed Motion:

I move that the Board approve and authorize the Chair to execute the contract with Capra Planning as presented.

AGREEMENT BETWEEN THE TOWN OF MEDWAY and Anne Capra d.b.a. Capra Planning Associates

THIS AGREEMENT is made on the 4th day of March, 2024, by and between the Town of Medway in the County of Norfolk and the Commonwealth of Massachusetts (hereinafter "TOWN"), and Anne Capra d.b.a. Capra Planning Associates (hereinafter "Consultant"), with its principal place of business at 68 Plainfield Road Ashfield, MA 01330.

The TOWN and Consultant agree to the performance and furnishing of certain services as set forth in the TOWN's Request for Quotations (RFQ) dated January 19, 2024.

The Town of Medway Conservation Commission is responsible for administering this contract.

This Agreement will become effective on the date that the last party fully executes the same. All work must be completed by June 30, 2024.

Any amendment or modification to this Agreement must be in writing and signed by an official with the authority to bind the Town.

1.0 CONTRACT DOCUMENTS

This Agreement and the Exhibits identified in this section, all of which are attached to and form a part of this Agreement, constitute the entire agreement between the TOWN and Consultant and supersede any and all prior written or oral understandings between the TOWN and Consultant. In the event of a conflict between this Agreement and any of the Exhibits set forth below, this Agreement shall take precedence.

Exhibits:

- A. TOWN Request for Quotations (RFQ) dated January 19, 2024
- B. Consultant's Written Quotation dated January 29, 2024
- C. Certificate of Insurance Required by this Agreement
- D. Certificate of Good Faith, Non-Collusion, Tax Compliance & Authority

2.0 CONSULTANT'S SERVICES

The Consultant agrees that the services provided hereunder shall conform to the standard of care and practice exercised by qualified environmental planners engaged in performing comparable services; that the personnel furnishing said services shall be qualified and competent to perform adequately the services assigned to them; and that the recommendations, guidance and performance of such personnel shall reflect such standards of care and practice.

The full execution of this Agreement by the TOWN and Consultant constitutes the TOWN's written authorization for Consultant to proceed with the services as described herein. At no time will any provision of this agreement make the TOWN liable for

payment for performance of work under this agreement in excess of the amounts that have been appropriated by Town Meeting and designated by the TOWN for expenditure for the purpose of this agreement.

3.0 OWNERSHIP OF DOCUMENTS AND WORK PRODUCT

All documents produced pursuant to this Agreement shall be the property of the TOWN. All information acquired from the TOWN, or from others at the expense of the TOWN, in the performance of this Agreement shall be and remain the property of the TOWN. This includes but is not limited to all records, data files, computer records, work sheets, deliverable products (complete and incomplete) and all other types of information prepared or acquired by Consultant in the performance of Consultant's Services.

4.0 TOWN'S RESPONSIBILITIES

The TOWN shall appoint a person to serve as liaison between the TOWN and Consultant with respect to the Services. In addition to serving as the TOWN's liaison, this person shall be responsible for scheduling meetings between the Consultant and the TOWN's representatives. This person, however, shall have no authority to bind the TOWN to make payments in excess of the funding allocated for this Agreement. The TOWN shall provide all information requested by Consultant that is necessary for completion of the Services. However, the TOWN shall not be required to provide information not readily available to it.

5.0 PAYMENT BY THE TOWN FOR CONSULTANT'S SERVICES

The TOWN shall pay the Consultant for the performance of this Agreement a sum not to exceed \$22,900 for the services as described in the Consultant's written quote. Consultant shall not be paid for any services in excess of this amount without approval and notice to proceed from the TOWN.

In order for the TOWN to process payment, the Consultant shall invoice the TOWN for work performed and documented related expenses incurred during the invoice period. Invoices shall show individual, time per individual, itemized description of activities and hourly rate. The processing of payments to the Consultant shall be predicated upon the availability of sufficient funds within the TOWN account. The TOWN shall make payment within thirty days after receipt of an approved invoice from the Consultant.

This Agreement does not provide for the payment by the TOWN to Consultant for any expenses incurred by Consultant outside the scope of this Agreement. The acceptance by Consultant of its final payment under this Agreement shall operate as a release of the TOWN of all claims and all liability by the Consultant. No payment, however, final or otherwise, shall operate to release Consultant from its obligations under this Agreement.

6.0 SUSPENSION OF WORK

If the TOWN is unable to proceed under this Agreement either before or after the execution of this Agreement for any reason, regardless of whether such inability is caused by or is within control of the TOWN, Consultant shall not be entitled to make or assert any claim for damage by reason of said delay. However, the time for completion of the Services shall be extended to such reasonable time as the TOWN may determine

that will compensate for time lost by such delay, with such determination to be set forth by the TOWN in writing.

7.0 TERMINATION

7.1 By TOWN

7.1.1 In the case of any default or breach on the part of Consultant with respect to any of the terms of this Agreement, the TOWN shall give written notice thereof. If said default is not remedied by Consultant within such time as the TOWN shall specify in writing, this Agreement may be deemed terminated by the TOWN. In case of such termination for breach, Consultant shall be entitled to receive payment only for work satisfactorily completed prior to said breach and the amount of any balance due Consultant shall be determined by the TOWN in good faith.

7.1.2 Notwithstanding any other provision of this Agreement, this Agreement is subject to appropriation of adequate funds by the TOWN. The TOWN reserves the right at any time to suspend or terminate this Agreement in whole or in part for its convenience or due to an unavailability of funds upon fourteen days written notice to Consultant. The TOWN shall incur no liability by reason of such termination for convenience except for the obligation to pay for work performed and accepted accruing through the date of termination less any offset or claim of the TOWN. Such obligation shall not exceed the available appropriation. Consultant shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental or consequential damages.

7.1.3 In the event of termination by the TOWN, all finished work and documentation, complete and incomplete, shall be delivered to the TOWN. Consultant shall be entitled to receive payment for any work performed and accepted under this Agreement, which was completed prior to the date of termination. In the event of termination prior to the completion of the work, Consultant shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental, or consequential damages.

7.1.4 After the notice of termination for cause under Section 7.1.1 above, if it is determined by a court of competent jurisdiction that said cause was invalid, the termination shall be deemed to have been effected for the convenience of the TOWN under Section 7.1.2. In such event, a payment adjustment shall be made as provided in Section 7.1.2.

7.1.5 Any termination or suspension of this Agreement shall not impair the TOWN's right to recover damages occasioned by the fault of Consultant. Any suspension shall not limit the right of the TOWN to terminate this Agreement.

7.2 By Consultant

Consultant shall have no damages for delay or hindrance. In the event of delay or hindrance not the fault of the Consultant, an extension of time shall be the Consultant's sole remedy. Consultant shall have the right to terminate this Agreement if the TOWN fails to make timely payments on the amounts due to Consultant under this Agreement.

7.3 Force Majeure

Neither party shall be liable to the other or deemed to be in breach under this Agreement for any failure to perform, including, without limitation, a delay in rendering performance due to causes beyond its reasonable control, such as an order, injunction, judgment, or determination of any Court of the United States or the Commonwealth of Massachusetts, an Act of God, war, civil disobedience, extraordinary weather conditions, labor disputes, or shortages, or fluctuation in electric power, heat, light, or air conditioning. Dates or time of performance shall be extended automatically to the extent of such delays, provided that the party whose performance is affected promptly notifies the other of the existence and nature of such delay.

8.0 INSURANCE

Consultant shall provide and maintain insurance at its own expense until the completion of Consultant's Services as set forth below:

8.1. Worker's compensation insurance in accordance with Massachusetts General Laws. The policy shall be endorsed to waive the insurer's rights of subrogation against the TOWN.

8.2 Comprehensive general liability, comprehensive automobile liability and property damage insurance in the amount of not less than \$500,000.00 for each occurrence and \$1,000,000.00 in the aggregate. This policy shall be endorsed to waive the insurer's rights of subrogation against the TOWN.

8.3 Comprehensive automobile liability insurance (including owned, non-owned and hired vehicles) at limits not less than:

- a. \$1,000,000 per occurrence for Bodily Injury;
- b. \$500,000 per occurrence for Property Damage; or
- c. \$1,000,000 combined single limit

8.4 The Consultant must furnish a certificate of insurance evidencing all insurance coverage required by this Agreement with the TOWN at the time of Agreement. This certificate of insurance will be attached to this Agreement as Exhibit D.

8.5 All insurance coverage shall be in force from the time of the Agreement to the date when all work under the Agreement is completed and accepted by the TOWN. The TOWN shall be added as an additional insured on each policy, with the exception of the worker's compensation insurance. Certificates and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the TOWN and shall list the TOWN as additional insured for each applicable policy. Since this insurance is normally written on a year-to-year basis, the Consultant shall notify the TOWN should coverage become unavailable or if its policy should change. Any cancellation of insurance, whether by the insurers or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the TOWN at least fifteen days prior to the intended effective date thereof, which date should be expressed in said notice. Cancellation of required insurance shall be grounds for termination of this contract. The Consultant shall provide a copy of additional insured endorsements for all policies that require the TOWN to be listed as an additional insured.

9.0 INDEMNIFICATION

Consultant hereby agrees to indemnify, defend, and hold harmless the TOWN, and its officers, attorneys, employees, and agents from and against any and all claims (including workers' compensation and wage claims) demands, suits, actions, liabilities, damages, penalties, judgments, and costs and expenses, including without limitation the costs and expenses of litigation and attorney's fees, of or by anyone that in any way is caused by, arises out of, or is occasioned by, the acts, omissions, or provision of Consultant's Services, or any activities, operations, conducts, negligence, or omissions of Consultant, regardless of whether same is caused in part by the TOWN or any third party.

10.0 MISCELLANEOUS PROVISIONS

10.1 Entire Agreement

Unless contained in this Agreement, or the Exhibits incorporated into and made a part of this Agreement, no warranties, statements, promises, or representations shall be considered a part of this Agreement or a basis upon which Consultant or the TOWN entered into this Agreement.

10.2 Binding Agreement and Assignment of Interest

This Agreement shall be binding upon Consultant and the partners, successors, heirs, executors, administrators, assigns and legal representatives of the Consultant. The Consultant shall not assign, transfer, or convey any interest in this Agreement without the prior written consent of the TOWN.

10.3 Subcontractors

Consultant shall not assign, subcontract, or delegate the performance of its Services to any person, corporation, or entity without the prior written consent of the TOWN.

Provided that such consent is obtained, it is understood and agreed that any such persons, corporations, or entities hired by Consultant shall be deemed agents of Consultant and that Consultant shall be responsible for the methods, means, and materials used in connection with the performance of any such services, and for any breach of this Agreement or any delays or damages occasioned by such work.

10.4 Inspection by the TOWN

The authorized representatives and agents of the TOWN shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials and other relevant data and records of Consultant upon demand.

10.5 Incorporation of Applicable Law

Each and every provision of law required to be included in this Agreement shall be deemed to be included in this Agreement, and this Agreement shall be read and enforced as though such provisions were included herein. If through mistake or otherwise any such provision has not been included in this Agreement, or is not correctly inserted, then upon the application of either party to this Agreement, the

Agreement shall forthwith be physically amended to make such inclusion or insertion.

10.6 Governing Law

The Consultant shall perform its services in conformity with the requirements and standards of the TOWN and with all applicable laws and regulations of the Commonwealth of Massachusetts and its political subdivisions, and with all applicable laws and regulations of the Federal Government.

In the event of any dispute concerning the meaning or application of this Agreement, any such dispute shall be resolved pursuant to law of the Commonwealth of Massachusetts and, if necessary, by a Court of the Commonwealth of Massachusetts. Both parties hereby consent to the jurisdiction of any such Court.

10.7 Compliance with Massachusetts Tax Law

Pursuant to Mass. G.L. c. 62C, Section 49A, the Consultant certifies under the penalties of perjury that the Consultant has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

10.8 Corporate Contractor

The Consultant shall endorse upon this Agreement (or attach hereto) a Clerk's Certificate certifying the authority of the party signing this Agreement for the corporation and the existence of such corporation as of the date of submission. This Agreement shall not be enforceable against the TOWN unless and until the Consultant complies with this section.

10.9 Interpretation & Severability

For purposes of interpreting this Agreement in the context of a dispute over its terms or otherwise neither party shall be considered the drafter of this Agreement and neither party shall have any provision of this Agreement construed in its favor as a result of its role in drafting this Agreement or its bargaining power with respect to this Agreement, Consultant's Services, or otherwise.

10.10 Independent Contractor

The Consultant is considered an independent contractor for all services described herein and shall not be eligible for benefits, workers compensation, or unemployment benefits. Nothing herein shall be construed so as to imply an employment relationship.

IN WITNESS WHEREOF, the parties hereto have executed copies of this Agreement on the ____ day of March, 2024.

Anne Capra, d/b/a Capra Planning Associates
By its duly authorized representative

Anne Capra
Anne Capra
principal

(Title) Capra Planning Associates

(Firm name)
Date: 2/21/2024

Town of Medway
By its duly authorized representative

Glenn Trindade Chair, Select Board

Date: _____


Approved as to Form



Mark R. Reich, Esq.
KP Law, P.C. Town Counsel

Date: 2-27-24

Approved as to Funds Availability



Carol Pratt
Medway Town Accountant

Date: 2/27/24

Funding Source: 021710025305

Exhibit A



TOWN OF MEDWAY REQUEST FOR QUOTATIONS Baseline Documentation Consultant

January 19, 2023

The Town of Medway (Town) acting by and through its Town Manager and the Conservation Commission (the Commission) seeks quotations (sometimes referred to herein as bids) from qualified firms or individuals to act as a Consultant to prepare baseline documentation reports for five conservation land locations each of which consists of one or more parcels. The Town reserves the right to reject any or all quotes or to cancel this Request for Quotes (RFQ) if it determines it is in the Town's best interest to do so.

Quotations must be received by 4:00 p.m. on Wednesday, January 31, 2024 at the Office of the Town Manager, Town of Medway, 155 Village Street, Medway, MA. 02053.

Written questions concerning this RFQ may be submitted to the Community and Economic Development office at bgraziano@townofmedway.org, no later than seven days before the deadline for submission of quotations. The Town will endeavor but shall not be required to answer any such request for information. If it does, the answer shall be provided to all persons who have obtained copies of this RFQ.

Please note: This contract will be awarded to the lowest bidder. This RFQ is being sent to selected entities that the Town has determined to be qualified to perform this work. It is not necessary to provide the Town with your qualifications or a scope of work, as this is not an RFP process. All that is required to be submitted to the Town are the forms that are referenced below.

I. BACKGROUND

The Commission seeks a Consultant who can prepare baseline documentation reports for the following conservation lands in Medway:

- 1. Choate Park Parcels (Assessors' Map 39 Lot 074, Map 39 Lot 074-0001, Map 47-032, Map 20 Lot 020, Map 38 Lot 009, Map 29 Lot 003, Map 20 Lot 003, Map 20 Lot 007, 008, 009, 010, Map 28 Lot 016) – connected to Choate Park, Conservation Land Deeds attached, Plot Plans**
- 2. Deerfield Conservation Area (Assessors' Map 35 Lot 009) – Conservation Land Deed and Subdivision Plans**
- 3. 14 Waterview Drive (Assessors' Map 67 Lot 062)– Conservation Land Deed and Plan**
- 4. 7R Freedom Trail and 8R Independence Land (Assessors' Map 47 Lot 123 and Map 47 Lot 130) Plans and Conservation Land Deed (attached)**
- 5. Pine Ridge (Assessors' Map 62 Lot 001) – Conservation Land Deed and**

II. SCOPE OF SERVICES

The contract will result in baseline documentation reports (BDR) for the five locations with differing parcel numbers listed above. The consultant will be responsible for visiting the properties, and gathering existing information and plans for the properties. Town staff will assist in providing available information to the Consultant. Each BDR will provide detailed information regarding the property; relevant maps and plans; a detailed description of existing property conditions including natural, cultural, scenic, and historical resources; observed conditions; description of boundaries and access; any invasive species observed; photographs and waypoints; any encroachments from abutting properties; defined ecological habitats; and other information deemed appropriate by the Commission and consultant. Five BDR's, one for each property, will be delivered to the Commission on or before May 15, 2024.

III. QUOTATION INSTRUCTIONS

Quotations must be received by 4:00 p.m. on Wednesday, January 31, 2024 at the office of the Town Manager, Town of Medway, 155 Village Street, Medway, MA. 02053. Quotations received after this deadline will not be considered and will be returned unopened. Bids may be submitted by email, fax, or other electronic means.

If any changes are made to this RFQ, an addendum will be sent to all persons who received the RFQ.

IV. CONTENTS OF QUOTATION

In submitting a quotation, the applicant agrees to execute a contract in a form satisfactory to the Town [sample attached hereto]. The Select Board is the awarding authority. All quotations shall be unconditional; no quotation that purports to impose conditions not included in this RFQ will be deemed responsive.

REQUEST FOR QUOTATIONS
QUOTATION PRICING SHEET
Baseline Documentation Consultant Services
January 18, 2024
Medway, MA

Prepared and submitted by: Anne Capra, Capra Planning Associates
68 Plainfield Road, Ashfield, MA 01330

Hourly rates for personnel: \$45

NOT TO EXCEED FEE: \$22,900

Exhibit B

CAPRA PLANNING ASSOCIATES

January 29, 2024

Michael Boynton, Town Manager
Town of Medway
155 Village Street
Medway, MA 02053

Reference: RFQ Baseline Documentation Consultant – Town of Medway

Dear Mr. Boynton:

Thank you for the opportunity to submit a proposal for developing Baseline Documentation Reports (BDRs) for the Choate Park Conservation Land, Deerfield Conservation Area, 14 Waterview Drive, 7R Freedom Trail and 8R Independence Land, and Pine Ridge properties. Please refer to the attached Scope of Services for a description of my understanding of each of these properties. The price inclusive of the five BDRs is not to exceed \$22,900 at an hourly rate of \$45. I most recently developed BDRs for four of the Town's conservation areas in 2022/2023.

The BDRs will be completed utilizing the Massachusetts Executive Office of Energy and Environmental Affairs' (EOEEA) Restriction Baseline Documentation Report Specifications. This format will be modified slightly to include a section on recent land management activities since the property was conserved/acquired. The report will include documentation of natural, cultural and scenic resources, invasive species, and generally defined ecological habitats. Each BDR includes three spiral bound hard copies and a CD with an electronic copy and all of the photos and GIS files from the site visit.

The Town may dictate a priority preference, and site visits will begin as soon as a contract and notice to proceed is issued. It will be the responsibility of the Town of Medway to ascertain Acknowledgement of Current Conditions Affidavit signatures from the landowner(s) for all of the reports.

Thank you for your consideration.

Sincerely,



Anne Capra, ACIP

CC: Bridget Graziano, Conservation Agent

CAPRA PLANNING ASSOCIATES

Medway Baseline Documentation Reports - Scope of Services

Baseline Documentation Reports for the following five (5) properties will be developed:

Task 1 - Choate Park Parcels

This BDR will evaluate an undetermined amount of acreage on approximately twelve parcels connected to Choate Park and identified as conservation land. This property is the largest and most complex of the five properties to be assessed. Based on my initial review of the property, it is possible that some parcels may have been left out of the RFQ background description and/or some of the parcel IDs may be incorrect. All of that would be sorted out with Town staff upon initiation of the project prior to a site visit. Price quote not to exceed \$10,000.

Task 2 - Deerfield Conservation Area

This BDR will assess approximately 3.48 acres associated with a residential development. Price quote not to exceed \$3,200.

Task 3 - 14 Waterview Drive

This BDR will assess approximately 3.19 acres associated with a residential development and characterized predominantly by wetlands associated with a perennial stream. Price quote not to exceed \$3,200.

Task 4 – 7R Freedom Trail and 8R Independence Land

This BDR will assess approximately several acres of an undetermined exact size based on the information provided, also associated with a residential development. Price quote not to exceed \$3,000.

Task 5 – Pine Ridge

This BDR will assess approximately 15 acres associated with a residential development. Price quote not to exceed \$3,500.

**REQUEST FOR QUOTATIONS
QUOTATION PRICING SHEET**
Baseline Documentation Consultant Services
January 18, 2024
Medway, MA

Prepared and submitted by: Anne Capra - Capra Planning
68 Plainfield Road, Ashfield, MA 01330

Hourly rates for personnel: \$45/hour

NOT TO EXCEED FEE: \$22,900.00

**CERTIFICATE of GOOD FAITH, NON-COLLUSION,
TAX COMPLIANCE & AUTHORITY**

The undersigned certifies under the pains and penalties of perjury that the quotation is in all respects bona fide, fair, and made without collusion or fraud with any other persons. As used in this paragraph, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Pursuant to M.G.L. Chapter 62C, Section 49A(b), the undersigned certifies under the pains and penalties of perjury that the contractor named below has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies under the pains and penalties of perjury that he/she is the authorized on behalf of the contractor named below to submit bids and quotations and execute contracts in the name on behalf of said contractor. If the bidder is a corporation, a clerk's certificate of the vote of a Director's meeting will be provided.

028-58-2670

Social Security Number or Federal Identification Number

Capra Planning

Company Name

Anne Capra, Principal

Printed Name of Signer

Anne Capra

Signature

1/29/2024

Date

**Any person or corporation which fails to execute this document
will be considered a non-responsive bidder and will be rejected pursuant to MGL
Chapter 30B.**

Contractor's Qualifications

Anne Capra of Capra Planning Associates has nineteen years of experience as an environmental and land use planner. She has been the author of twenty Baseline Document Reports (BDR) consistent with the *Commonwealth of Massachusetts EOEEA Restriction Baseline Documentation Report Specifications* dated May 7, 2013 in the past five years for state agencies, land trusts, and municipalities. She has also performed numerous Conservation Restriction/Agricultural Preservation Restriction monitoring reports for similar agencies.

Her professional work has focused on environmental protection and land use management with an emphasis on water quality restoration. Prior to working as an independent contractor, she was a partner with Conservation Works LLC, and a Principal Planner with the Pioneer Valley Planning Commission. She is also adjunct faculty at The Conway School. Past projects included open space conservation and stewardship, municipal drinking water protection, river restoration and protection, stormwater assessment and management through Green Infrastructure/Low Impact Development practices, and brownfields assessment and cleanup oversight. She holds a M.A from the Conway School of Landscape Design and a B.A. in Environmental Studies from Ithaca College.

Anne Capra

68 Plainfield Road
Ashfield, MA 01330

capraplanning@gmail.com

Capra Planning Associates

(413) 824-1148 cell
(413) 628-4546 farm

EXPERIENCE**Capra Planning Associates, Ashfield, MA**

January 2018 – Present

Planning Consultant

Environmental and land use planning services - open space and natural resource assessment, GIS analysis and mapping, environmental permitting, community outreach and engagement, land use zoning, land conservation, NPDES Phase 2 Stormwater Permit implementation

South Hadley Planning and Conservation Department, South Hadley, MA

July 2017 – Present

Conservation Administrator/Planner

Provide staff support to the Conservation Commission, Planning Board, and Redevelopment Authority; administer permitting under the Wetlands Protection Act; land stewardship oversight for 1,000+ acres of conservation land, planning and development of community-wide trail network; implementation of the South Hadley Falls Urban Renewal and Redevelopment Plan.

The Conway School, Northampton, MA

January 2014 – Present

Adjunct Faculty

Oversight of student planning projects (Winter Term) in intensive project-oriented graduate program emphasizing written, oral and graphic presentation of ecological design and planning.

Conservation Works LLC, North Hatfield, MA

March 2014 – December 2017

Partner

Conservation planning firm providing services in land negotiation, agricultural land protection, trail system design, construction and mapping, monitoring protected land and baseline documentation, open space planning, and landscape preservation.

Pioneer Valley Planning Commission, Springfield, MA

October 2000 – October 2013

Principal Planner, Senior Planner, Environmental Planner

Responsible for project management, research, education and outreach, and grant writing in land use management and environmental protection with an emphasis on water quality restoration and protection. Responsible for coordination with local, state, and federal funding agencies. Projects included municipal source water protection planning, NPDES Phase 2 Stormwater permit implementation and compliance, QAPP development, BMP design and construction oversight, open space planning, and brownfields assessment and cleanup oversight.

Cabbage Hill Farm Foundation, Mt. Kisco, NY

January 1994 – October 1998

Organic Vegetable Production Manager

Managed organic hydroponic vegetable production in Tilapia aquaponics system including IPM monitoring, water quality sampling, research and development, and marketing and sales. Cultivated and marketed NOFA certified organic salad greens, herbs, and flowers; developed and managed small-scale Community Supported Agriculture membership. Researched and

restored meadow and wetland habitats, and maintained constructed wetlands for aquaponics waste water treatment.

Capra Landscape Design, North Hatfield, MA

May 1995 – 2005

Landscape Designer

Residential landscape design, site planning, and installation, specializing in native plant communities; native grass and wildflower meadow design and installation.

Grafflin Elementary School, Chappaqua, NY

January 1996 – October 1998

Schoolyard Garden Program Consultant

Designed and taught K-5 Spring and Fall gardening curriculum mirroring grade level standards for science and social studies; trained parent volunteers to facilitate garden program.

EDUCATION

Master of Arts, Landscape Design

Conway School of Landscape Design, Conway, MA

June 2000

Bachelor of Arts, Environmental Studies

Ithaca College, Ithaca, NY

May 1993

Graduate Studies, Limnology

Western Connecticut State College, Danbury, CT

1995-1996

PROFESSIONAL CERTIFICATION

American Institute of Certified Planners (AICP) #346879

November 2007

Massachusetts Certified Public Purchasing Official (MCPPO)

May 2008

Exhibit C



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER VILES AGENCY 55B N Main St South Deerfield, MA 01373		CONTACT NAME: Tim Viles PHONE (A/C, No, Ext): 413-665-8200 FAX (A/C, No): 413-665-8202 E-MAIL ADDRESS: t.viles@american-national.com		
INSURED Anne Capra 68 Plainfield Rd. Ashfield, MA 01330		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Farm Family Casualty Insurance Company		
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			2001G2144	6/10/2023	6/10/2024	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							\$
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> AUTOS ONLY							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				OTH-ER	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Medway is listed as Additional Insured on the General Liability Policy.

CERTIFICATE HOLDER

CANCELLATION

Town of Medway 155 Village St Medway, MA 02053	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Exhibit D



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Anne Capra - Capra Planning Associates

Address: 68 Plainfield Road

City/State/Zip: Ashfield, MA 01330 Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am a employer with _____ employees (full and/or part-time).*
2. ☒ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☒ Other Consulting - Planning

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Anne Capra Date: 2/21/2024

Phone #: 413-824-1148

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____

AGENDA ITEM

#7

Vote: Close May 13, 2024, Special Town Meeting Warrant

Associated back up materials attached:

- *Draft Special Town Meeting Warrant*

Proposed Motion:

I move that the Board vote to close the May 13, 2024, Special Town Meeting warrant.

TOWN OF MEDWAY
WARRANT FOR MAY 13, 2024
SPECIAL TOWN MEETING

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street**, on **Monday, May 13, 2024**, at 7:00 PM, then and there to act on the following articles:

ARTICLE 1: (Prior Year Bills)
To see if the Town will vote to transfer \$XX from available Fiscal Year 2024 funds for the purpose of paying prior year, unpaid bills of the Town, as follows, or act in any manner relating thereto.

Total	\$XX

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 2: (Free Cash Transfer: Cassidy Parking Lot Improvements)
To see if the Town will vote to transfer \$200,000 from Certified Free Cash to supplement the amount previously allocated to the Cassidy parking lot improvements project, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 3: (Free Cash Transfer: Snow and Ice Deficit)
To see if the Town will vote to transfer a sum of money from available funds and/or Certified Free Cash for the purpose of funding the Snow & Ice Fiscal Year 2024 appropriation deficit, or act in any manner relating thereto.

DEPARTMENT OF PUBLIC WORKS

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 4: (Ambulance Receipts Reserves Transfer: Purchase New Ambulance)
To see if the Town will vote to transfer \$460,000 from Ambulance Receipts Reserves for the purpose of purchasing and equipping a new ambulance, and for the payment of all other incidental and related costs, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 5: (Repurpose Water Project Funds)
To see if the Town will vote to transfer the sum of \$XX from the funds authorized under Article 11 of the May 9, 2022, Annual Town Meeting warrant for the purpose of constructing a water treatment plant at 19 Populatic St, which amount is no longer needed for this purpose, to fund the construction of a new pump house at Oakland Street and a meter vault and piping at Village Street, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 6: (Repurpose Monetary Articles: School Projects)
To see if the Town will vote to transfer the sum of \$XX from the funds authorized under the prior Town Meeting Articles as shown in Table 1 below, which amounts are no longer needed for such purposes, to the projects and in the amounts listed in Table 2 below, or act in any manner relating thereto.

TABLE 1

Town Meeting Date	Article	Description	Transfer From Amount
Total			\$XX

TABLE 2

Town Meeting Date	Article	Description	Transfer To Amount
Total			\$XX

SCHOOL DEPARTMENT

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

And you are hereby directed to serve this warrant by posting printed attested copies thereof at two (2) locations in each precinct at least FOURTEEN (14) days before the day of said meeting. Hereof fail not and make due return of this warrant with your doings thereon to the Clerk of said Town at or before the time of said meeting.

Given under our hands in Medway, this ____ day of April 2024.

A TRUE COPY:

TOWN OF MEDWAY SELECT BOARD

Glenn Trindade, Chair

Frank Rossi, Vice Chair

Todd Alessandri, Clerk

Maryjane White, Member

Dennis Crowley, Member

ATTEST: _____
Paul Trufant, Constable

AGENDA ITEM

#8

Vote: Re-open May 13, 2024, Annual Town Meeting Warrant; Insert Energy Resources District Article, Close Warrant, Refer This Article to the Planning and Economic Development Board

Associated back up materials attached:

- *Draft Annual Town Meeting Warrant*

Proposed Motion:

I move that the Board re-open the Annual Town Meeting warrant, insert the energy resources district article, close the warrant, and refer this article to the Planning and Economic Development Board.

TOWN OF MEDWAY
WARRANT FOR MAY 13, 2024
ANNUAL TOWN MEETING

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street**, on **Monday, May 13, 2024**, at 7:30 PM, then and there to act on the following articles:

ARTICLE 1: (Debt Stabilization Fund Transfer)

To see if the Town will vote to transfer the sum of \$39,000 from the Debt Stabilization Fund to the Fiscal Year 2025 operating budget for the purpose of offsetting a portion of debt exclusion projects, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 2: (Transfer from Ambulance Receipts to General Fund)

To see if the Town will vote to transfer \$767,000 from Ambulance Receipts Reserved for Appropriation to the Fiscal Year 2025 General Fund Operating Budget, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 3: (Appropriation: FY25 Operating Budget)

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriation from available funds, to defray charges and expenses of the Town including debt and interest, for the Fiscal Year ending June 30, 2025, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 4: (Appropriation: FY25 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$5,438,224 for the maintenance of the Water Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 1,060,621
Expenses	895,400
Debt	2,989,040
Direct Costs Total	\$ 4,945,061

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$493,163
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Total	\$5,438,224
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$5,200,000
Retained Earnings	238,224
Total	\$5,438,224

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 5: (Appropriation: FY25 Sewer Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$2,040,739 for the maintenance of the Sewer Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 286,204

Expenses	1,369,600
Debt	225,887
Direct Costs Total	\$1,881,691

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$159,048
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Total	\$2,040,739
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$2,019,158
Sewer Betterment Transfer	21,581
Total	\$2,040,739

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 6: (Appropriation: FY25 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$2,004,849 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 240,368
Expenses	1,576,000
Debt Service	48,444
Direct Costs Total	\$1,864,812

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$140,037
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Total	\$2,004,849
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And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,700,000
Retained Earnings	304,849
Total	\$2,004,849

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 7: (Free Cash Appropriation: Capital and Other Items)

To see if the Town will vote to appropriate the sum of \$2,503,752 from Certified Free Cash for the purpose of funding the following capital and other items, including associated engineering, personnel, maintenance, and legal service costs, and for the payment of all other costs incidental or related thereto:

Project	Department	Cost
Vermac Full Matrix Message Board	IT	\$22,000
Dept Furniture, Fixtures, and Equipment	IT	10,000
Security Systems	IT	25,000
Projection Equipment	IT	50,000
Technology Equipment	IT	75,000
Government Transparency Initiative	IT	75,000
Infrastructure Equipment	IT	50,000
Time Management System	IT	73,000
New Voting Booths and Tables	Town Clerk	9,800
Baseline Doc for Conserv Land and Restrictions w/ Survey	Comm & Econ Devlt	24,000
Red Dot Optics	Police	11,906
Electronic Control Weapon Replacement	Police	27,929
Emergency Communications Equipment	Police	36,000
Hydraulic Extrication Tools	Fire	100,000
Replace 2014 Ford F250	School	68,000
High School Auditorium Stage Lighting	School	117,000
Burke Elem MEDI Wing Floor Abatement and Re-Tile	School	150,000
McGovern Cafeteria A/C	School	150,000
Replace 715	DPW	30,000
Village St Drainage Improvements	DPW	30,500
Replace 714	DPW	45,617
Curb Box Machine	DPW	13,000
Replace Light Towers	DPW	65,000
Vibroscreen	DPW	130,000
Various Storm Water Improvement	DPW	200,000
Roads and Sidewalks	DPW	750,000

Replace 347 Wing Mower 2013	DPW	100,000
Police Station Light Fixture Replacement	DPW	30,000
Repair Sink Hole Outside Story Hour Room	Library	5,000
Story Hour Room and Area Ventilation	Library	30,000
Free Cash Total		<u>\$2,503,752</u>

Or act in any manner relating thereto.

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 8: (Raise & Appropriate: Roads & Sidewalks)

To see if the Town will vote to raise and appropriate the sum of \$800,000 for the purposes of making repairs to various roads, sidewalks, bridges, and related appurtenances, and to fund, as needed, design, engineering, and construction management services, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 9: (Water Retained Earnings Transfer: Replace Ford F550)

To see if the Town will vote to transfer the sum of \$105,000 from Water Enterprise Fund retained earnings for the purpose of funding the replacement of a 2013 Ford F550 (Veh. 417), or act in any manner relating thereto.

PUBLIC WORKS DEPT.

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 10: (Sewer Enterprise Retained Earnings Transfer: Inflow & Infiltration)

To see if the Town will vote to transfer from Sewer Enterprise Fund retained earnings the sum of \$200,000 for the purpose of funding sewer inflow and infiltration work, or act in any manner relating thereto.

PUBLIC WORKS DEPT.

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 11: (Hanlon Track & Field Construction, Incl. Possible Transfer from Athletic Stabilization and CPA Funds)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money for the purpose of funding the replacement of the Hanlon track and field at Medway High School, including engineering, design, project management and site preparation, and for the payment of all other costs incidental and related thereto; and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 12: (Borrowing – Dispatch Radio Consoles)

To see if the Town will vote to raise and appropriate, borrow or transfer from available the sum of \$475,000 for the purpose of funding the replacement of the Public Safety Communications dispatch radio consoles, and for the payment of all other costs incidental and related thereto; and further, to authorize the Board of Selectmen to apply for, accept and expend any county, state or federal grant for this purpose, or act in any manner relating thereto.

SELECT BOARD

BOARD OF SELECTMEN RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 13: (Capital Stabilization Transfer: Memorial School Roof Replacement)

To see if the Town will vote to transfer a sum of money from the Capital Stabilization Fund for the purpose of design, engineering, and construction of the Memorial Elementary School roof, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 14: (Appropriation: OPEB Trust)

To see if the Town will vote to raise and appropriate the sum of \$300,000 to the Town of Medway Other Post-Employment Benefits (OPEB) Trust account, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 15: (Appropriation: General Stabilization)
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$100,000 to be allocated to the General Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 16: (Reserve for Overlay Release; Transfer to Capital Stabilization)
To see if the Town will vote to transfer from Overlay Surplus the sum of \$XX to the Capital Stabilization Fund, or act in any manner relating thereto.

**BOARD OF ASSESSORS
and SELECT BOARD**

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 17: (Appropriation: Community Preservation Committee)
To see if the Town will vote to act on the report of the Community Preservation Committee for the Fiscal Year 2025 Community Preservation budget and to appropriate, or reserve for later appropriations, monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2024, as follows:

CPA Administration:	
CPC Expenses	\$15,000
CPC Salaries	5,000
CPC Debt Expense	397,975
Transfer to Affordable Housing Trust:	
Coordinator Salary/Expense	10,000
Expenses	7,500
Historic Resources:	
Historic Property Signs	4,500
Open Space:	

Total Direct Costs	\$439,975
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	Reserves:	10% of Estimated Fund Revenues
	Open Space	\$151,438
	Community Housing	\$133,938
	Historical Preservation	\$146,938

or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 18: (Medway Grid PILOT Authorization)

To see if the Town will vote to authorize the Select Board to execute the negotiated Payment In Lieu of Taxes (PILOT) agreement with Medway Grid, LLC, for the new battery energy storage project proposed to be constructed and installed at 49, 53, and 55 Milford Street, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 19: (Amend General Bylaws –Revolving Funds; Authorize FY25 Spending Limits)

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E1/2, to amend the General Bylaws Section 27, Revolving Funds, by inserting a new revolving fund as shown in **bold** as follows:

Program or Purpose	Authorized Representative or Board to Spend	Department Receipts
School Transportation	School Department	Student transportation fees and charges.

And, further, to set Fiscal Year 2019 spending limits for revolving funds as follows:

Program or Purpose	FY2025 Spending Limit
Self-supporting parks and recreation services, including salaries and benefits	\$620,000
Dial-a-ride van service for seniors and disabled; shuttle service to Norfolk	\$130,000

commuter rail station, and other necessary transportation services	
Library printer, copier and fax expenses	\$3,200
Library meeting room	\$1,000
Thayer Homestead partial self-support of property, including salaries and benefits	\$95,000
Tobacco license compliance inspections	\$2,500
School Transportation	\$300,000

or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 20: (Amend General Bylaws: Scenic Roads)

To see if the Town will vote to amend its General Bylaws by enacting a new Bylaw entitled Scenic Road Bylaw as set forth below, with the correct Section number to be assigned by the Town Clerk.

Scenic Road Bylaw

I. GENERAL

A. Purpose – This Bylaw is enacted for the purpose of further protecting the natural beauty that currently exists within the rights-of-way of select roads in the Town of Medway pursuant to M.G.L. chapter 40, section 15C.

B. Designated Scenic Roads – The twenty-four roads designated as Scenic Roads at the Town Meeting of December 30, 1975 and an additional one road designated as a Scenic Road at the Town Meeting of May 14, 2001. Additional roads may be designated as Scenic Roads by vote of Town Meeting in accordance with the provisions of M.G.L. chapter 40, section 15C.

C. Regulations – The Planning and Economic Development Board may promulgate rules and regulations to implement this Bylaw, including but not limited to procedures for submission and review of applications, application requirements, filing fees, waivers, decision criteria, and other matters.

II. PROCEDURES

The procedure for filing an application and for the public hearing are governed by M.G.L. chapter 40, section 15C and the Board's Rules and Regulations for Review and Issuance of Scenic Road Permits.

III. ENFORCEMENT

A. Failure to file – A person's failure to file with the Board for a Scenic Road Work Permit for the cutting or removal of a tree(s) or the tearing down or destruction of stone walls, or portions thereof within the right-of-way on a Scenic Road will necessitate that person's immediate filing for the required permit. Restoration measures, as determined by the Board after a Scenic Road public hearing, may be required.

B. Compliance – The failure by an applicant to comply with the duly issued decision of the Board in a Scenic Road Work Permit after one year from issuance may necessitate the enforcement of remedial measures which the Board deems necessary, including, but not limited to enforcement through non-criminal disposition and additional restoration measures.

C. Enforcement – The Building Commissioner, the Tree Warden, the Director of Public Works or his/her designee may enforce violations of this Bylaw.

D. Penalties- Anyone who violates the provisions of this Bylaw shall be punished by a fine of not more than \$300.00 per violation. As an alternative means of enforcement, the violator may be subject to non-criminal disposition in accordance with M.G.L., Chapter 40, Section 21D, as follows:

1. First offense: \$100 per violation;
2. Second offense: \$200 per violation;
3. Third and all subsequent offenses: \$300 per violation;
4. Each day's failure to comply shall constitute a separate and distinct offense.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 21: (Amend Zoning Bylaws: Awning Signs)

To see if the Town will vote to amend the Zoning Bylaw Section 7.2 Signs by amending Section 7.2.B.7 as follows, deleted language is shown in strikethrough, new language is shown in bold:

7. Computation of Sign Area for Awning Signs:

a. ~~For signs on internally illuminated awnings where the awning is comprised in whole or in part with translucent material,~~ The sign surface area shall be considered to be the smallest single rectangle as measured with vertical and horizontal lines, enclosing the entire area **of the sign**, ~~is fabricated with the translucent material~~ including but not limited to all lettering and wording, all accompanying designs, logos or symbols, and any contrasting background area.

b. ~~For signs on externally illuminated awnings, the sign surface area shall include the entire area of awning that is externally illuminated.~~

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 22: (Amend Zoning Bylaws: Parking)

To see if the Town will vote to amend the Zoning Bylaw Section 7.1.1 Off-Street Parking by amending Table 3: Schedule of Off-Street Parking Requirements by changing the required number for ARCPUD housing from “2.0 spaces per unit” to “1.5 spaces per unit”.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 23: (Amend Zoning Bylaws: Outdoor Displays)

To see if the Town will vote to amend the Zoning Bylaw by adding as Section 5.4.1:

5.4.1. Outdoor Displays.

A. Outdoor Displays which comply with the following requirements are allowed as of right in zoning districts Central Business, Village Commercial, Neighborhood Commercial, and Business Industrial:

1. Outdoor displays are prohibited on any parking, delivery or loading areas; fire lanes; drive aisles; or sidewalks where less than 6 feet of sidewalk width remains for pedestrian access; or any other location that could cause a safety hazard.
2. Only products offered for sale by the store may be displayed. The sidewalk space shall not be leased to or used by an outside vendor or include self-contained fixtures such as vending machines, or coin operated amusements.
3. Merchandise must be displayed such that a minimum of 6 feet of sidewalk clearance is maintained at all times for pedestrians and handicap accessibility. Items should be located immediately adjacent to the building and may not extend beyond the subject business’ storefront space. Display items shall not obstruct the normal ingress and egress from the subject business or other nearby businesses.
4. Outdoor display racks and shelving shall be:
 - a. Constructed of sturdy materials such as wood, iron, steel, clay, canvas, aluminum, or plastic. Prohibited shelving materials are glass, porcelain, and other breakable materials, including any items that may pose a hazard.
 - b. Maintained and in good condition at all times. Broken, rusting, degraded, torn, tattered or similar items shall be removed promptly.
5. Displayed merchandise shall not pose any health or safety hazard.

6. Displays shall specify that the actual sale of outdoor merchandise shall take place inside the store.

7. No additional business signage beyond pricing and product information is allowed.

8. The display is subject to the determination by the fire department that any overhang above the display area is of noncombustible material, or if it is combustible, subject to a fire protection plan approved by the fire department.

B. Any proposed outdoor display that does not meet these standards requires a special permit from the Zoning Board of Appeals.

And by amending Section 5.4 Table 1: Schedule of Uses, by adding after “Outdoor Display” the words “Subject to Section 5.4.1”.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 24: (Amend Zoning Bylaws: Housekeeping)

To see if the Town will vote to amend the Zoning Bylaw as follows, deleted language is shown in strikethrough, new language is shown in bold:

(1) Delete Section 1.5 Amendment in its entirety.

(2) Amend Central Business Zoning District, Section 10.4.C.1.a to read:

(a) Rowhouse (RH) **as set forth in Table 9.4.C.1.A**

(3) Amend the first sentence of Section 10 Central Business District, section 10.3.D.7:

7. The maximum height of a mixed use building may be extended by no more than ~~12 additional feet and~~ one additional story, **which may not exceed 12 feet in height**, by special permit from the PEDB if the proposed development includes a provision for permanently protecting a portion of the development as conservation or open space land, beyond the requirements for open space established in this bylaw, by means of a conservation restriction, conveyance to the Town, or conveyance to a nonprofit organization, the principal purpose of which is the conservation of open space.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 25: (Multifamily Housing Overlay District)

To see if the Town will vote to amend the Medway Zoning Bylaw by deleting the existing Section 5.6.4 Multifamily Housing, and replacing it with a new Section 5.6.4, Multifamily Overlay District, as set forth below; and to amend its Zoning Map to delete the existing Multi-family Housing Overlay District, and to insert the new Multifamily Overlay District as shown below.

5.6.4 Multifamily Overlay District

A. Purposes. The purposes of the Multifamily Overlay District (MOD) are to:

1. Provide for multifamily housing development in accordance with G.L. c. 40A, § 3A;
2. Encourage the production of a variety of housing sizes and types to provide access to new housing for people with a variety of needs and income levels; and
3. Increase the tax base through private investment in new housing development.

B. Establishment of District

The MOD is shown on the map entitled, Multifamily Overlay District, and dated [date], on file with the Town Clerk.

C. Applicability.

Development of land within the MOD may be undertaken subject to the requirements of this Section 5.6.4 or by complying with all applicable requirements of the underlying district. Developments proceeding under this Section 5.6.4 shall be governed solely by the provisions herein and the standards or procedures of the underlying districts shall not apply. Where the MOD provides for uses not otherwise allowed in the underlying district, the provisions of the MOD shall control. Where the MOD requires a special permit, the Planning and Economic Development Board shall be the special permit granting authority.

The MOD contains the following sub-districts, all of which are shown on the Multifamily Overlay District map:

Subdistrict 1/Summer Street
Subdistrict 2/Main Street

D. Use Regulations

The following uses shall be permitted in the MOD, subject to MOD Development Plan Review under Section 5.6.4(I).

1. Multifamily housing. For purposes of this Section 5.6.4, multifamily housing includes a building with three or more dwelling units or two or more buildings on the same lot with more than one dwelling unit in each building.

2. Accessory uses
 - a) Swimming pool
 - b) Tennis court, other game court
 - c) Off-street parking

E. Density and Dimensional Regulations

1. Basic Standards

	Summer Street	Main Street
Minimum lot area	2 acres	1 acre
Maximum lot coverage	20%	20%
Minimum open space	70%	30%
Maximum height		
Stories (maximum)	3	3
Feet (maximum)	45	45
Minimum frontage	100	100
Minimum setbacks:	25	25
Front	25	25
Side	15	15
Rear	20	20
Maximum units per acre	16	16
Maximum units per building	24	24

2. Height Increase by Special Permit.

- a. The maximum height of a multifamily building may be extended by no more than one additional story, which may not exceed 12 feet in height, by special permit from the Board if the proposed development provides for an increase in open space beyond the minimum open space requirements established in this Section 5.6.4, provided that the additional open space shall be protected by means of a conservation restriction, conveyance to the Town, or conveyance to a nonprofit organization, the principal purpose of which is the conservation of open space. The minimum open space requirements in this Section 5.6.4 include the minimum open space percentage set forth in Subsection E.1 above; all required front, side and rear setbacks; all transitional buffers required under Subsection E.3; outdoor amenity spaces; and any other applicable requirements in the Zoning Bylaw that require any portion of the site to remain in an open or undeveloped state.
- b. In determining whether to grant a special permit for the additional height, the Board shall consider the following factors: whether the proposal provides for better site design; whether the proposal helps mitigate any impacts on abutting properties; whether the proposal increases the protection of wetlands and other sensitive environmental areas; and whether the proposal helps to protect important topographical features and reduce land disturbance, filling, and cutting. In any case where the additional open space land is not conveyed to the Town, a restriction enforceable by the Town shall be recorded

providing that the land shall be kept in an open or natural state and not to be developed. All conservation restrictions must be approved by Town Counsel.

3. In addition to the standard in subsections 1 and 2 above, developments in the MOD shall provide a Transitional Buffer Zone to create a compatible transition with surrounding neighborhoods. The Transitional Buffer Zone shall consist of a minimum setback of 50 feet along all rear and side property lines that abut lots in residential zoning districts if those lots are not within the MOD. Existing trees and other vegetation shall be preserved unless it is necessary to remove them, (e.g. invasive species, diseased trees), and shall be supplemented with additional landscaping as appropriate to mitigate noise, lighting, and building mass from the multifamily housing.

F. Affordable Housing. Any residential or mixed-use development in the MOD shall comply with Section 8.6 of this Bylaw, except as follows:

1. In any development of six or more units in the MOD, at least 10 percent of the units shall be affordable housing units. Section 8.6(C)(1), Table 11, shall not apply in the MOD.
2. All affordable units in the MOD shall be on-site units. Other methods of providing affordable units under Section 8.6(D)(2),(3), and (4) shall not apply in the MOD.

G. Off-Street Parking

1. In the MOD, off-street parking shall comply with Section 7.1.1 except as provided in this Section 5.6.4.
2. For multifamily development in the MOD, there shall be at least 1.5 parking spaces per unit.
3. Bicycle spaces. Covered bicycle spaces shall be provided for any multifamily development of 10 or more units. The number of covered bicycle parking spaces shall be 1 for every 3 units.
4. Surface parking shall be located to the rear or side of the principal building and shall not be located not within the minimum setback between the building and any lot line adjacent to the street or internal access drive. No surface parking shall be located between the front building line of a residential building and the front lot line.
5. Structured parking in a separate parking garage shall be located at least 20 feet behind the front building line of the multi-family dwellings on the lot.

H. Site Development Standards. Except as provided below, site development shall comply with Sections 6 and 7 of the Zoning Bylaw.

1. Connectivity. Developments shall provide accessible walkways connecting building entrances to building entrances, buildings to streets, and buildings to sidewalks and adjacent public features, such as parks and playgrounds, with minimal interruption by driveways.
2. Parking lot aisles and access and interior driveways shall not count as walkways. The Board

may require benches, waiting areas, bicycle racks, stroller bays, and other sheltered spaces near building entrances.

3. To the maximum extent possible, walkways should have some degree of shelter achieved through the use of building fronts, trees, low hedges, arcades, trellised walks, or other means to delimit the pedestrian space.
4. Site landscaping shall not block a driver's view of oncoming traffic. No fence, wall, sign, landscaping, or plantings shall be placed within the clear sight triangle so as to obstruct visibility at any internal intersection, or any intersection with a public or private way. The clear sight triangle is that formed by the intersecting ways or drives and a straight line joining said lines at a point twenty feet distant from the point of intersection. See Section 6.2.F.4 for clear sight triangle diagram.
5. Vehicular access. Where feasible, curb cuts shall be minimized. While common driveways providing access from a public way are not permitted, they are encouraged to serve units within the development.
6. Plantings. Plants on the Massachusetts Prohibited Plant List, as may be amended, are prohibited. To the maximum extent feasible, all landscaping shall be native, drought resistant, pest tolerant, salt tolerant, hardy for Zone 6, and non-invasive as identified in *The Evaluation of Non-Native Plant Species for Invasiveness in Massachusetts* by the Massachusetts Invasive Plant Advisory Group.
7. Lighting. Outdoor lighting shall comply with Section 7.1.2 of this Zoning Bylaw.
8. Mechanicals. Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened from view.
9. Dumpsters. Dumpsters shall be screened by a combination of fencing and plantings.. Where feasible, dumpsters or other trash and recycling collection points shall be located within the building.
10. Stormwater management. The applicant shall propose strategies that demonstrate compliance with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and an Operations and Management Plan for both the construction activities and ongoing postconstruction maintenance and reporting requirements. Stormwater management calculations will be based on NOAA Atlas 14+.
 - a. The Post-Construction Stormwater Management Plan and its associated Long-Term Operation and Maintenance Plan shall comply with Article 26 Stormwater Management and Land Disturbance of the Medway General Bylaws, the Town's Land Disturbance Permit Rules and Regulations, and the current Massachusetts Stormwater Handbook.
 - b. Low Impact Development (LID) – Applicants shall incorporate Low Impact Development (LID) management practices including nature-based management

measures in site design and incorporate environmentally sensitive design principles unless infeasible and shall comply with the following requirements:

- (i) Reduce runoff and pollutant loading by managing runoff as close to its source as possible;
 - (ii) Utilize integrated LID and individual small-scale stormwater management practices (isolated LID practices) to promote the use of natural systems for infiltration, evapotranspiration, the harvesting and use of rainwater, and reduction of flows to drainage collection systems;
 - (iii) Reduce impervious cover;
 - (iv) Conserve and protect natural lands, especially open space landscapes, high-quality wildlife habitat, or existing farmland;
 - (v) Utilize compact building design and increasing density to prevent sprawl, enhance walkability, and preserve more undisturbed natural areas;
- c. Subsurface detention and infiltration systems shall be designed with access manholes and inspection ports to provide proper means to inspect and maintain the system. All subsurface detention and infiltration systems shall contain an internal “forebay” or pre-treatment chamber row which will allow treatment of first flush runoff (the first 1” of any rainstorm) before discharging stormwater to the remainder of the system and shall be designed to allow for proper access for inspection and maintenance.
- d. Infiltration measures shall be provided to mitigate post-development increases in runoff resulting from proposed rooftops. Runoff from proposed rooftops throughout the site shall be directly routed to dedicated infiltration Best Management Practices (BMPs). Discharge of roof runoff directly to surface grade is strictly prohibited. If runoff is directed to infiltration BMPs which also mitigate surface runoff, the roof runoff shall be directly discharged to the BMP and not allowed to comeingle with untreated surface runoff prior to discharge to the BMP. Installation of metal roofs on buildings and structures depicted on the site plan shall meet the requirements of the most current updated version of the MA Stormwater Handbook.

11. Buildings.

- a. The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
- b. Building(s) adjacent to a principal access drive shall have a pedestrian entry facing that access drive.
- c. To encourage clustering of buildings and preservation of open space, placement and separation of buildings shall be subject to approval by the Fire Chief.

12. Outdoor Amenity Space. A minimum of 20% of the lot shall be dedicated to Outdoor Amenity Space. The Outdoor Amenity Space may consist of any of the Outdoor Amenity Space types in Table 9.6.B.1 of this Bylaw other than Pedestrian Passage or Outdoor Dining. The Outdoor Amenity Space shall also comply with the Description and Design Standards of Table 9.6.B.1.

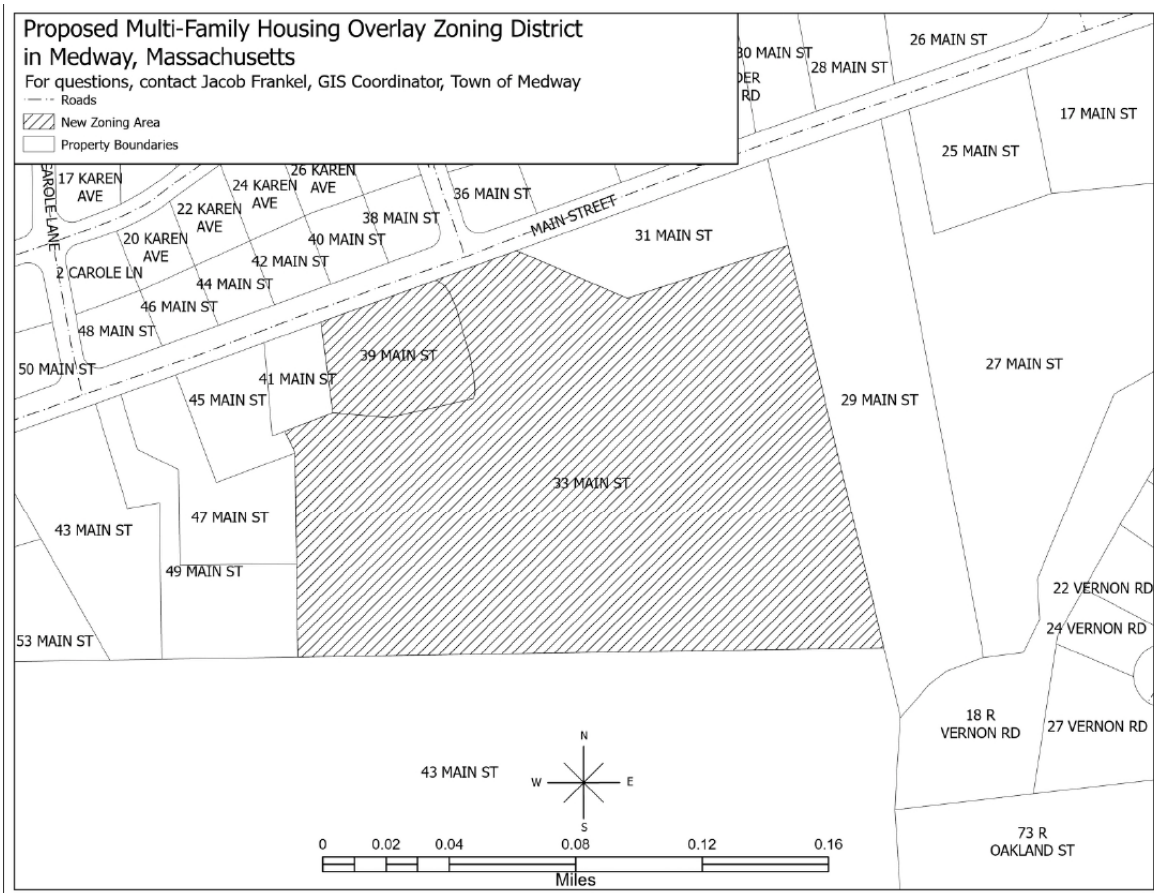
I MOD Development Plan Approval

1. All uses in the MOD shall be subject to MOD Development Plan Approval under this Section 5.6.4.
2. Application Procedures. Application for Development Plan Approval under this Section 5.6.4 shall be filed with the Town Clerk. The filing shall include all required forms and submission requirements in the Planning and Economic Development Board's Multifamily Overlay District Rules and Regulations. A copy of the Application, including the date and time of filing, as well as the required number of copies of the Application, shall be filed forthwith by the Applicant with the Planning and Economic Development Board.
3. Upon receipt by the Board, applications shall be distributed to the Building Commissioner, Fire Chief, Police Chief, Health Department, Conservation Commission, Select Board, and the Department of Public Works. Any reports from these reviewing parties shall be submitted to the Board within 35 days of filing of the Application. The Planning and Economic Development Board or its designee shall forward to the Applicant copies of all comments and recommendations received to date from other boards, commissions, or departments.
4. Public Hearing. Within 45 days of receipt of an Application under this Section 5.6.4, the Planning and Economic Development Board shall open a public hearing and review all Applications in accordance with G.L. c. 40A, § 11.
5. No later than 90 days from the date the Application was received by the Town Clerk, the Board shall approve the plan with any reasonable conditions it deems appropriate to ensure compliance with the requirements of this Section 5.6.4 and other applicable sections of the Zoning Bylaw and file its written decision with the Town Clerk. The decision shall be by majority vote. The time limit for public hearings and taking of action by the Board may be extended by written agreement between the Applicant and the Planning and Economic Development Board. A copy of the agreement shall be filed with the Town Clerk.
6. A copy of the decision shall be mailed to the owner and to the Applicant, if other than the owner. A notice of the decision shall be sent to the parties in interest and to persons who requested a notice at the public hearing.
7. MOD Development Plan Approval shall remain valid and shall run with the land indefinitely provided that construction has commenced within three years after the Board issues the decision, excluding time required to adjudicate any appeal from the Board's decision. The time for commencing construction shall also be extended if the Applicant is

8. **Design Guidelines.** The Board may adopt Design Guidelines for development in the Multifamily Overlay District and shall file a copy with the Town Clerk. The Design Guidelines shall be advisory, not mandatory. In the event of any conflict between Section 5.6.4 and the Design Guidelines, Section 5.6.4 shall control.

And by amending Section 5.4, Table 1: Schedule of Uses under C. Residential Uses as follows, deleted language in strikethrough, new language in bold:

[illegible]



Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 26: (Amend Zoning Bylaws: Open Space Residential Development)

To see if the Town will vote to amend Section 8.4, Open Space Residential Development, of the Medway Zoning Bylaw as follows, new text shown in **bold**, deleted text shown in strikethrough:

OPEN SPACE RESIDENTIAL DEVELOPMENT (OSRD)

A. Purposes. The purposes of open space-residential development (OSRD) are to preserve open space, agricultural and forestry land, view sheds, wildlife habitat and corridors, wetlands and water resources, and historical and archeological resources; minimize the total amount of disturbance on a site; encourage more efficient development that consumes less open land and respects existing topography and natural features better than a conventional or grid subdivision; encourage flexibility and creativity in the design of residential developments; and ~~through flexible design and more efficient use of land, facilitate the provision of a greater~~ **variety of housing opportunities in the Town.**

B. Applicability. ~~The Planning and Economic Development Board may grant a special permit for an OSRD concept plan for any tract of land with~~ **OSRD projects are permitted by-right on any tract of land with 10 5 or more contiguous acres in the AR-I or AR-II district, or a tract of land with less than 10 acres if such property directly abuts the Charles River, Chicken Brook, or Hopping Brook and land abutting any of these waterways is included in the minimum required open space under sub-section F, Common Open Space (below).** For the purposes of this Section 8.4, parcels directly opposite each other on an existing street, each with at least 25 feet of frontage on the same 25-foot section of roadway, may be considered contiguous if they have practical development potential as determined by the Planning and Economic Development Board.

Land Division. ~~The OSRD may be a subdivision or a division of land pursuant to G.L. c. 41, § 81P, or a condominium on land not so divided or subdivided.~~

C. Affordable Housing. An OSRD is subject to Section 8.6 Affordable Housing of this Bylaw.

D. Use Regulations. An OSRD ~~special permit~~ may provide for ~~any of~~ the following uses as determined by the Planning and Economic Development Board:

1. Detached single-family dwellings
2. Two attached single-family dwellings

E. Density and Dimensional Regulations.

1. The number of dwelling units allowed in an OSRD shall be determined by ~~the Planning and Economic Development Board~~ **the maximum number of lots shown on a conventional subdivision plan subject to Section 6.1 – TABLE 2 and the OSRD Rules and Regulations without waivers of any kind a Yield Analysis as described in Paragraph J below**

2. The Planning and Economic Development Board may waive the applicable minimum lot area, lot shape, minimum lot frontage, and other bulk requirements for lots within an OSRD, subject to the following:

a. Lots having reduced area or frontage shall not have frontage on a street other than a street created by the OSRD ~~unless such reduced lots are consistent with established development patterns in the neighborhood, as determined by the Planning and Economic Development Board.~~

b. The minimum lot frontage shall be 50 feet.

c. The minimum front setback shall be 25 feet unless a reduction is authorized by the Planning and Economic Development Board.

d. The minimum lot area per unit shall be 50 percent of the minimum lot area in the district in accordance with Section 6 of this Zoning Bylaw. **For a two-family house, the minimum lot area shall be 22,500 square feet.**

3. ~~The fifteen~~ **ten-foot** area from the side and rear lot lines of the subject parcel shall serve as a buffer area as defined in this Bylaw. No buildings, structures, roadways, above ground utilities or other infrastructure shall be constructed within this buffer area, however fencing/stone walls and walking paths/trails are permitted

~~No buildings or structures shall be constructed within fifty feet from the street right-of-way line of a public way or within fifty feet from the side and rear lot lines.~~

4. In order to allow flexibility and creativity in siting buildings while also promoting privacy, buildings shall be separated as follows:

Type/Size of Building	Average Separation (linear feet)
Single family detached dwelling units with 2500 sq. ft. or less of habitable space	20
Two attached dwelling units with an average of 2500 sq. ft. or less of habitable space each	
Single family detached dwelling units with more than 2500 sq. ft. of habitable space	30
Two attached dwelling units with an average of 2500 sq. ft. or more of habitable space each	

The calculation of average separation distances shall be based on buildings that can be connected with an imaginary line that does not cross a roadway. On a through road, the separation distances on each side of the road shall be calculated separately. On a cul-de-sac, all of the buildings that can be connected by an imaginary line on both sides and around the bulb of the cul-de-sac shall be counted. On a loop road, the buildings on the exterior and interior of the loop will be calculated separately. Detached accessory buildings such as garages up to two bays and one-story sheds that do not require a building permit shall not be considered in calculating the distances between buildings.

F. Common Open Space. The OSRD must provide Common Open Space to be protected in perpetuity. Common Open Space shall comprise at least **40 percent of the site for parcels of 10 acres or less**, 50 percent of the site for parcels of 25 acres or less, and at least 60 percent of the site for parcels of more than 25 acres. The Common Open Space shall not be further subdivided, and a notation to this effect shall be placed on the plan to be recorded with the Norfolk Registry of Deeds. The following standards apply to the Common Open Space in an OSRD.

1. Use, Shape, and Location.

- a. Common Open Space shall be functional for wildlife habitat, passive recreation, resource preservation, agriculture or equestrian uses.
- b. To the maximum extent feasible, the Common Open Space shall be undisturbed, unaltered and left in its natural or existing condition. It shall be appropriate in size, shape, dimension, location, and character to assure its use as a conservation area, or where appropriate, a recreational area. Not more than 10 percent of the open space may be covered by gravel roadways, pavement or structures accessory to the dedicated use or uses of the open space. However, principal or accessory structures and access roads essential to an agricultural use are exempt from this limitation.

c. While protecting natural resources is a primary goal of this Section 8.4, the Common Open Space may provide for recreation areas such as commons, parks, **walking trails**, and playgrounds.

d. ~~The percentage of open space that includes wetlands shall not exceed the percentage of the site that includes wetlands unless waived by the Planning and Economic Development Board.~~ **No more than 50 percent of Common Open Space shall contain wetlands.**

e. Wherever feasible, the Common Open Space shall be contiguous, and linked to other existing open space.

f. The following shall not qualify for inclusion in the Common Open Space unless approved by the Planning and Economic Development Board:

- 1) Existing or proposed utility easements;
- 2) Surface stormwater management systems or sub-surface drainage, septic, and leaching systems pursuant to Title 5;
- 3) Land within ~~30~~**50** feet of any dwelling unit;
- 4) Median strips, landscaped areas within parking areas, or narrow, unconnected strips of land.
- 5) The perimeter buffer as required under sub-section ~~F~~ E above.

2. **Ownership.** Common Open Space shall be conveyed in accordance with G.L. c. 40A, § 9: either to the Town and accepted by it for a park or open space use, or to a nonprofit organization the principal purpose of which is the conservation of open space, or to a corporation or trust owned by the owners of lots or residential units within the project, or any combination of the above. If such a corporation or trust is utilized, ownership thereof shall pass with conveyances of the lots or residential units in perpetuity. In any case where such land is not conveyed to the Town, a restriction enforceable by the Town shall be recorded providing that such land shall be kept in an open or natural state and not to be built for residential use or developed for accessory uses such as parking and roadway. The restriction shall further provide for maintenance of the common land in a manner which will ensure its suitability for its function, appearance, and maintenance.

G. Four-Step Design Process. The proposed layout of streets, dwelling units, and open space in an OSRD shall be designed according to the following four-step design process, which the applicant shall conduct with assistance of a registered landscape architect (RLA).

1. Identify primary and secondary conservation areas **and** potential development areas, ~~and features to be preserved.~~ Primary conservation areas shall include wetlands, riverfront areas, and floodplains, and secondary conservation shall include unprotected elements of the natural landscape, e.g., steep slopes, mature woodlands, prime farmland, meadows, wildlife habitats, and historic and archeological sites and scenic views. To the maximum extent feasible, potential development areas shall consist of land outside identified primary and secondary conservation areas.

2. Locate the approximate sites of dwelling units within the potentially developable areas. Include the delineation of private yards and shared amenities so as to reflect an integrated

community, emphasizing consistency with the Town's historic development patterns. The number of homes with direct access to the development's amenities should be maximized.

3. Align streets in order to access the house lots or dwelling units. New streets and trails should be laid out to create internal and external connections to existing and/or potential future streets, sidewalks, existing or proposed new open space parcels, and trails on abutting public or private property.

4. Draw in lot lines, where applicable.

H. Pre-Application Process

1. Pre-Application Review Meeting. The applicant shall schedule an informal pre-application review meeting at a regular meeting of the Planning and Economic Development Board. The purpose of pre-application review is to allow the applicant to receive feedback from the Planning and Economic Development Board, minimize the applicant's costs of engineering and other technical experts, **and** begin negotiations with the Planning and Economic Development Board at the earliest possible stage in the site design process, ~~and set a timetable for filing a formal OSRD special permit application.~~ The Planning and Economic Development Board shall invite other Town boards to review the pre-application materials and attend the informal pre-application review.

2. Plans and Documentation. At the pre-application review meeting, the applicant shall present a conceptual plan for the site, natural and cultural resources inventories, maps, photographs, and any other information the Planning and Economic Development Board needs in order to understand and respond to the applicant's proposal. Pre-application materials shall be in accordance with the Planning and Economic Development Board's development regulations and may be based on existing sources of information.

3. Site Visit. The applicant shall grant permission to Planning and Economic Development Board, Open Space Committee, and Conservation Commission members and agents to visit the site.

I. General Design Standards. Wherever possible, the Applicant shall address the Planning and Economic Development Board's OSRD General Design Standards, which the Board shall adopt as part of its OSRD Rules and Regulations. The Board may modify or waive any OSRD General Design Standards provided that the proposed OSRD is substantially consistent with the purposes of this Section 8.4, as determined by the Board. Such standards may address any or all of the considerations listed below.

1. Landscape preservation; 2. Views;
3. Cultural resources;
4. Open space access;
5. Pedestrian paths or sidewalks;
6. Architecture;
7. Common driveways;
8. Off-Street parking; and

9. Maximum length of dead-end streets and provisions for waiver of the same.

J. ~~Special Permit Application and Preliminary Plan Procedures~~

~~**General.** The special permit OSRD application, public hearing, and decision procedures shall be in accordance with this Section 8.4 and the Planning and Economic Development Board's OSRD Rules and Regulations, and Section 3.4 of this Zoning Bylaw.~~

- 1. Application Requirements.** The Applicant shall submit an OSRD ~~special permit~~ application together with the size, form, number, and contents of the required plans and any supplemental information as required in the Planning and Economic Development Board's OSRD Rules and Regulations. At minimum, such applications shall contain:
 - a. A site context and analysis map;
 - b. An OSRD Concept Plan: a schematic representation of the proposed OSRD and supporting documentation;
 - c. A Neighborhood Density Analysis that includes all other existing residential development within 2500 feet of the site's perimeter.
 - d. A Yield **Plan Analysis**, ~~purpose of which is to demonstrate the maximum number of building lots that could be developed on the site under a conventional subdivision plan and the maximum number of units that may be permitted in an OSRD.~~ The Yield Analysis shall identify the total area of the site, existing utility easements, and wetland and riverfront areas as determined by the Conservation Commission. ~~The Yield Analysis shall be based on the formula shown below. For purposes of this computation, "Net Site Area" shall mean the total area of the site minus existing upland utility easements. (Land located both within utility easements and wetland resource areas shall not be counted twice.) The result shall be rounded down to the nearest whole number. The PEDB shall review the Yield Analysis to determine whether it accurately reflects the maximum number of lots that may be constructed in a conventional subdivision.~~

$$\begin{array}{lcl} \text{Maximum} & & \\ \text{Number of} & = & \frac{\text{Net Site Area} - (50\% \times \text{wetlands}) - (10\% \text{ Net Site Area})}{\text{Zoning District Minimum Lot Area}} \\ \text{Dwelling Units} & & \end{array}$$

- 2. Regulations.** Where there is town sewer available, the OSRD may be connected to the system at the expense of the applicant. Where town sewer is not available, septic systems may be installed on individually owned lots subject to requirements of the Board of Health and Title 5 of the State Environmental Code.

- 3. Decision.** The Planning and Economic Development Board may **approve or disapprove a preliminary plan subject to G.L. c. 41, § 81S** ~~grant a special permit for an OSRD with any conditions, safeguards, and limitations necessary to ensure compliance with Section 3.4 and this Section 8.4, only upon finding that:~~

~~The conceptual design and layout of the proposed OSRD is superior to a conventional development in preserving open space for conservation and~~

recreation, preserving natural features of the land, achieving more efficient provision of streets, utilities and other public services, and providing a high degree of design quality;

The OSRD provides for a more efficient form of development that consumes less open land and conforms to existing topography and natural features better than a conventional subdivision;

The OSRD furthers the purposes of this Section and the goals of the Medway Master Plan.

The Planning and Economic Development Board may deny a special permit upon finding that the application does not provide sufficient information or does not comply with the provisions of this Zoning Bylaw; or that the site is not suitable for an OSRD and would be more appropriate for a conventional subdivision plan.

Effect of special permit approval. Approval of a special permit under this Section 8.4 shall not be considered approval for any construction. The special permit is a preliminary approval, intended to give guidance to the proponent for the development of an OSRD definitive plan, and to determine whether the proponent's submittal meets the objectives of this Section. Any subsequent application for an OSRD definitive plan shall comply with all material aspects and conditions of the special permit granted hereunder.

K. Definitive Plan Procedures. Following issuance of an OSRD special permit approval of the preliminary plan, the applicant may submit a an OSRD definitive plan to the Planning and Economic Development Board **in accordance with Section 8.4 and the Board's OSRD Rules and Regulations.** An OSRD that involves a subdivision shall be submitted under the Town's subdivision rules and regulations. For an OSRD that does not involve a subdivision, the definitive plan shall be a site plan submitted in accordance with Section 3.5. The Planning and Economic Development Board **may approve, approve with modifications, or deny a definitive plan pursuant to G.L. c. 41, § 81U** that substantially complies with the special permit granted under sub-section I above and meets all of the following additional requirements for common facilities, operations and maintenance:

Each unit and the OSRD as a whole shall be served by a privately owned and maintained on-site sewage disposal or treatment systems. An approved on-site sewage disposal or treatment system serving more than one dwelling unit may be located on land owned in common by the owners of the residential units in the OSRD, subject to requirements of the Board of Health and Title 5 of the State Environmental Code or approved in accordance with the requirements of Department of Environmental Protection Groundwater Discharge Permit Program.

To ensure proper maintenance of the Common Open Space and common facilities, the OSRD shall have a **residents'** association in the form of a corporation or trust, established in accordance with state law by a suitable legal instrument or instruments properly recorded with the Registry of Deeds. As part of the definitive plan submission, the applicant shall supply a copy of such proposed instruments.

The Planning and Economic Development Board may conditionally approve an OSRD definitive plan that does not substantially comply with the special permit. A conditional approval shall identify where the plan does not substantially comply with the special permit, identify the changes to the special permit required to bring the plan into compliance with the special permit, and require the special permit to be amended within a

~~specified time. The public hearing on the application to amend the special permit shall be limited to the significant changes identified in the Planning and Economic Development Board's conditional approval.~~

~~The Planning and Economic Development Board may disapprove a definitive plan for failure to comply with the special permit or for failure to meet the general design standards in sub-section L below. The definitive plan will be considered not to comply with the special permit if the Planning and Economic Development Board determines that any of the following conditions exist:~~

~~Any increase in the number of buildings or dwelling units;~~

~~A significant decrease in acres of Common Open Space; or~~

~~A significant change in the general development pattern which adversely affects natural landscape features and open space preservation.~~

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 27: (Amend Zoning Bylaws: Lighting)

To see if the Town will vote to amend the Zoning Bylaw Section 7.1.2 Outdoor Lighting by amending Section 7.1.2.E.3 as follows, deleted language is shown in strikethrough, new language is shown in bold:

3. Hours of Operation. Outdoor lighting shall not be illuminated between 11:00 p.m. and 6:00 a.m., with the following exceptions:

Outdoor lighting shall be permitted on **property used for residential purposes;** the premises of a business open to customers or where employees are working; or for an institution or place of public assembly where an activity is being conducted, outdoor lighting shall be permitting during the activity and for not more than one-half hour after the activity ceases.

Low-level lighting sufficient for the security of persons or property, provided the average illumination on the ground or on any vertical surface is not greater than 0.5 foot candles.

~~4. Lighting shall be provided at the lowest brightness and intensity levels possible to allow for emergency nighttime access.~~

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

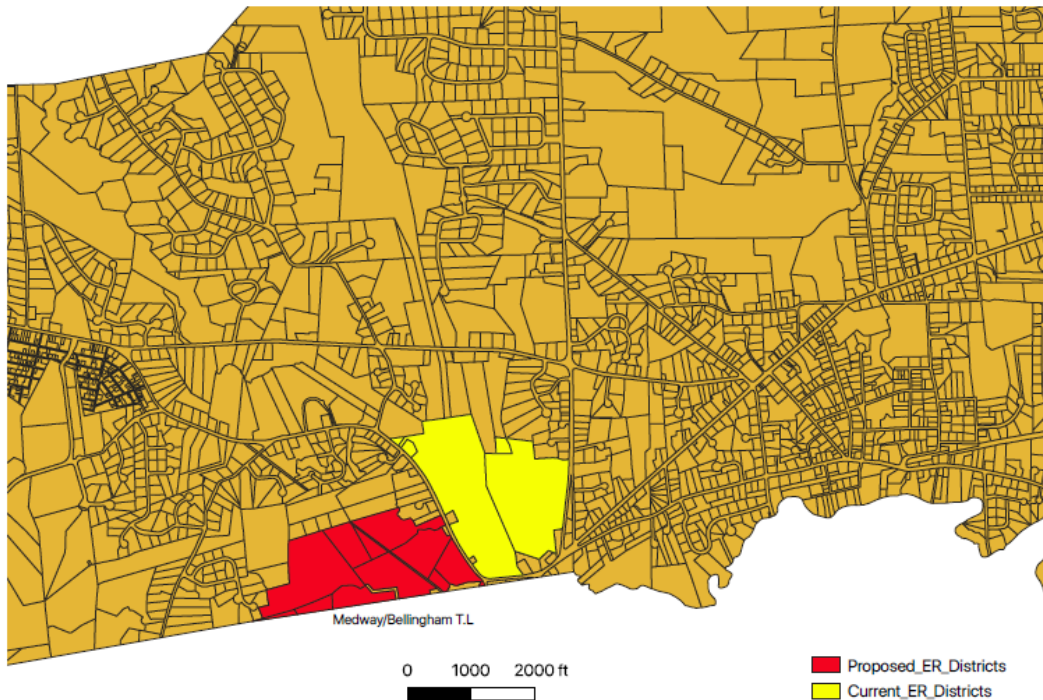
SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

ARTICLE 28: (Amend Zoning Bylaw Map: Energy Resource District)

To see if the Town will vote to amend the Zoning Map by re-zoning the following properties to Energy Resource District: Assessors' Parcels 66-005, 66-008, 65-027, 65-028, 65-031, 65-033, 65-034, 65-035, 65-036, and 75-003, as shown on the map below, or act in any manner related thereto.

Current and Proposed ER District Parcels



**PLANNING AND ECONOMIC DEVELOPMENT BOARD and
SELECT BOARD**

SELECT BOARD RECOMMENDATION:

FINANCE COMMITTEE RECOMMENDATION:

And you are hereby directed to serve this warrant by posting printed attested copies thereof at two locations in each precinct at least SEVEN days before the day of said meeting. Hereof fail not and make due return of this warrant with your doings thereon to the Clerk of said Town at or before the time of said meeting.

Given under our hands in Medway, this ____ day of April 2024.

A TRUE COPY:

TOWN OF MEDWAY SELECT BOARD

Glenn Trindade, Chair

Frank Rossi, Vice Chair

Todd Alessandri, Clerk

Maryjane White, Member

Dennis Crowley, Member

ATTEST: _____
Paul Trufant, Constable

AGENDA ITEM

#9

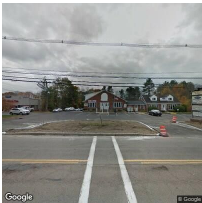
**Approval: Class II Auto Dealer's
License for AAA Auto Brokers On-Line
Business - Office at 89 Main Street**

Associated back up materials attached:

- *Application*
- *Departmental approvals*

Proposed Motion:

I move that the Board approve the Class II Auto Dealer's license as discussed.



 **LICENSE PROJECT**

FILE #: 24-000462

89 MAIN STREET MEDWAY MA 02053

AAA AUTO BROKERS



LICENSE #: AD24-000001

License Type

Class I, II, III Motor Vehicle Application

Subtype

Class II

▼

Business Name:

AAA Auto Brokers

Licensee

AAA Auto Brokers - Asmae Cherkaoui

▼

Status

Under Review

▼



FEES & PAYMENTS

Review Fees	0.00
License Fees	100.00
Total Amount	100.00
Amount Paid	0.00
Balance Due	100.00

☐ Non-Billable



LICENSE DATES

Application Date

02/07/2024

Approval Date

03/04/2024

Issue Date:

03/04/2024

Expiration Date:

01/01/2025

Close Date

Last Inspection

MOTOR VEHICLE APPLICATION INFORMATION

Days and Hours of Operation

Monday thru Friday from 8AM to 5PM

Social Security #

- -

Federal ID #

Are you engaged principally in the business of buying, selling or exchanging motor vehicle?

Yes

Is your principal business the sale of new motor vehicles?

No

Is your principal business the buying and selling of second hand motor vehicles?

Yes

Do you have a repair facility on premises?

No

Copy of a contractual repair agreement

[image.jpg](#)

Provide address of repair facility

107 Main Street Medway MA 02053

Is your principal business that of a motor vehicle junk dealer?

No

Check all that apply



Sell used cars only



Rent or lease autos with incidental sale to the public



Conduct auctions



Give a complete description of the premises

Office use only allowed at this location. No physical vehicles sales to take place. We use the premise to conduct a business of buying and selling used cars from auctions and fleet companies such as rental car facilities, limo and transportation companies, and other institution that own vehicles (hospitals, MBTA...) we

Parking Plan

Site Plan

Are you a recognized agent of a motor vehicle manufacturer?

No

Have you ever applied and/or received a license to deal in second hand motor vehicles or parts?

No

Do you have a similar business at any other location?

No

▼

Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts ever been suspended or revoked? (MGL Ch. 140)

No

▼

Proof of \$25,000 Bond required for all Class II License

[image.jpg](#)



▼

Workers Comp Affidavitbs

▼

Workers Compensation Policy Declaration/Summary Pagebs

▼

Compliance w/State Tax Laws Formbs

▼

FEES

FEE	DI	QUANTITY	AMOUNT	TOTAL	
Class II Auto Licensing Fee				100.00	
			Review Fees	0.00	
			License Fees	100.00	
			Total Fees	100.00	

PAYMENTS

DATE	TYPE	REFERENCE	NOTE	RECEIPT #	RECEIVED FROM	AMOUNT	
					Amount Paid	0.00	
					Balance Due	100.00	

Office use only allowed at this location. No physical vehicles sales to take place. On-line business only. We use the premise to conduct a business of buying and selling used cars from auctions and fleet companies such as rental car facilities, limo and transportation companies, and other institution that own vehicles (hospitals, MBTA...) we will mainly conduct an online business thru the office and will use auctions facilities for storage (ex: Copart in Mendon or Bellerica) and will fix any car that needs repairs in the Mobil station located in 107 main st per our agreement with the owner (Issac). In any circumstance we will use the property located in 89 main st as storage per our lease terms. Feel free to reach out to me for any question, be happy to explain in details if needed.



LICENSE PROJECT
FILE #: 24-000462
89 MAIN STREET MEDWAY MA 02053
AAA AUTO BROKERS



ROUTE NAME		LICENSE #	STATUS			
INITIAL MOTOR VEHICLE REVIEW		AD24-000001	APPROVED WITH COMMENT			
ACTIVITY TYPE	DEPARTMENT	ASSIGNED TO	STATUS	DUE	COMPLETED	
License Application Review	Building Department	Jonathan Ackley	Approved with comment	02/21/2024	02/08/2024	
	• Office use only allowed at this location. No physical vehicles sales to take place.					
License Application Review	Board of Selectmen	Liz Langley	Approved	02/21/2024	02/12/2024	
License Application Review	Treasurer/Collector	Joanne Russo	Approved	02/21/2024	02/12/2024	
Final Review	Board of Selectmen	Liz Langley	Approved with comment	02/13/2024	02/12/2024	
	Pending Select Board Approval					
License Application Review	Police	William Kingsbury	Approved	02/21/2024	02/08/2024	
Building Department Review Complete	Board of Selectmen	Liz Langley	Complete	02/09/2024	02/12/2024	
Treasurer/Collector Department Review Complete	Board of Selectmen	Liz Langley	Complete	02/13/2024	02/12/2024	

AGENDA ITEM

#10

Discussion: Unaccounted for Water Loss and Charles River Pollution Control District (CRPCD) Volume Update

Associated back up materials attached:

- Unaccounted for water loss report
- CRPCD 2023 Q4 report

Note: *Unaccounted for water loss report previously reviewed (1/16/24 Select Board meeting)*

Town of Medway
Confidently Estimated Water Use

2023

		Revised No.s		2022
Use Category		Gallons		Submittal
Fire Protection & Training		1,500,000		2,800,631
Hydrant/Water main flushing		3,758,285		0
Flow Testing		17,000		17,000
Water Main Construction		6,200,000		2,154,209
Bleeders/Blow offs		278,000		0
Tank Overflows & Draining		0		0
Sewer Stormwater System Flushing		75,000		50,000
Street Cleaning		40,000		30,000
Source meter calibration adjustment		36,000		26,000
Water Main Breaks		17,562,000		1,479,442
Other, Plant sampling		8,410,000		8,410,000
	Total Confidently Estimated Municipal Use	37,876,285	ASR Table G8	14,967,282

Total Available flow from pump stations	286,370,651.00	ASR Table D1	280,063,110.00
Total Metered Use	219,667,418.00	ASR Table G6	239,901,339.00
Total Confidently Estimated Municipal Use	37,876,285.00	ASR Table G10	14,967,282.00
Unaccounted for Water	28,826,948.00	ASR Table G10	25,194,489.00
Unaccounted for Water (%)	10.07%	ASR Table G10	9.00%

Water Billed in 2023

29,367,302.00 mft3

219,667,418.96 Gallons

Water Billed in 2023

29,367,302.00 mft3

219,667,418.96 Gallons

Official Monthly Flow Data for Medway

Month	Total Monthly Flow mgd	Average Daily Flow mgd
January 2023	37.18	1.20
February 2023	27.49	0.98
March 2023	34.20	1.10
April 2023	24.63	0.82
May 2023	26.76	0.86
June 2023	22.01	0.73
July 2023	25.44	0.82
August 2023	26.59	0.86
September 2023	26.45	0.88
October 2023	28.59	0.92
November 2023	22.92	0.76
December 2023	40.60	1.31
TOTAL	342.86	0.939

Note:

Flow data includes 101 unmetered sewer homes for CY 2023

Medway capacity 0.955 mgd

AGENDA ITEM

#11

**Discussion: Water Projects Status
Update**

Item Postponed.

AGENDA ITEM

#12

Approval: Complete Streets Policy

Associated back up materials attached:

- *Proposed policy*

Proposed Motion:

I move that the Board approve the Complete Streets Policy as discussed.

Board Members

Todd Alessandri
Dennis Crowley
Frank Rossi
Glenn Trindade
Maryjane White



*Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3264
Fax (508) 321-4988*

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

SELECT BOARD

Complete Streets Policy

Vision and Purpose:

Complete Streets are designed and operated to provide safe and accessible accommodations for all users of Town of Medway roadways and sidewalks. Complete Streets principles contribute toward the safety, health, economic viability and quality of life in the community through safe, accessible and efficient connections between home, school, work, recreation, and commercial destinations throughout the town. The purpose of the Town of Medway's Complete Streets Policy, therefore, is to accommodate all travelers utilizing a variety of transportation modes. The intent of the Select Board is to consider, as a matter of practice, the implementation of Complete Streets elements during the planning and design of Town projects to improve safety for all users of all ages and abilities.

Scope:

The needs of users of various modes of transportation systems is recognized by the Town, such as pedestrians, bicyclists, and motorists of all ages, physical and cognitive abilities, as well as operators of passenger, commercial/freight, and emergency vehicles.

The Town utilizes its new and reconstruction transportation projects as potential opportunities to apply Complete Streets design principles. The Town will, to the greatest degree practicable, design, construct, maintain, and operate all travel systems under its jurisdiction to provide a comprehensive and integrated network that serve all users. Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects on public right-of-way, as appropriate. This includes municipal road repairs, upgrades, or expansion projects.

Public and privately funded projects shall be evaluated for Complete Streets design recommendations as appropriate and subject to availability of funds. Transportation infrastructure and capital projects requiring funding or approval by the Town, as well as projects funded by the state and federal government (e.g., Chapter 90, MassWorks Infrastructure Program, Transportation Improvement Program (TIP), and other state and federal funds for infrastructure design), shall consider the Town's Complete Streets policy.

Private developments and related roadway design components or corresponding roadway-related components requiring approval by the Town, shall adhere to the Policy. In addition, to the maximum extent practicable, the Town will work with MassDOT to comply with the Complete Streets policy on state-owned roadways within Town boundaries.

Transportation infrastructure may be excluded, based upon determination by the Public Works Department, where documentation and data indicate that:

1. Facilities prohibit specific users by law, such as private property.
2. The accommodation is not in keeping with the context of community character, including the surrounding natural and/or built environments (e.g., installation of sidewalks and bike lanes on a low volume rural roadway.)
3. Funding is currently unavailable, recognizing that all infrastructure projects are subject to the availability of resources and town-wide prioritization.
4. Topography, right-of-way, environmental or other constraints do not allow for the accommodation of all users.
5. Ordinary maintenance activities are scheduled to keep street and other public infrastructure in serviceable condition.

The Public Works Department will use best judgement regarding the feasibility of applying Complete Streets principles for routine roadway maintenance and transportation projects. Town or private projects that meet more than one of the above-mentioned criteria shall provide documented justification of the exemptions.

Best Practices:

Developing a connected and integrated network is the overall goal of the Policy that serves all road users. Complete Streets will be integrated into policies, planning and design of all public and private projects, including new construction, reconstruction and maintenance of transportation facilities on streets and redevelopment projects.

The Town of Medway recognizes that Complete Streets may be achieved through multiple elements incorporated into a project or incrementally through a series of small improvements or activities over time.

The Town through its Highway Division shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure and prioritize projects to eliminate gaps in pedestrian and bicycle networks.

The Town through its Highway Division shall prioritize implementation of Complete Streets through annual roadway funding allocations.

The Town, on an annual basis, will evaluate the progress of the Complete Streets policy implementation through performance measures. These performance measures shall include total length of new/reconstructed sidewalks and bicycle facilities and the number of

new/reconstructed crosswalks and accessible ramps, and the volume of children walking/bicycling to school.

The Town will seek out funding sources that are appropriate for implementation of the Complete Streets policy. The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

- MassDOT Project Design and Development Guidebook as amended,
- AASHTO A Policy on Geometric Design of Highway and Streets,
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control,
- The Architectural Access Board (AAB) 521CMR Rules and Regulations,
- United States Access Board's Public Right-Of-Way Access Guidelines (PROWAG),
- Bylaws, rules, and regulations of the Town of Medway as amended,
- Documents and plans created for Medway including the Master Plan and other studies.

Implementation:

The Town shall apply the principles of Complete Streets planning and design into practice for all transportation projects and programs, as these provide an opportunity to improve streets and transportation network for all users. The Public Works Department will review all town transportation and related projects for Complete Streets opportunities.

Town staff, working with relevant Committees and elected officials, shall review and develop proposed changes to all appropriate planning documents, zoning and subdivision codes, by-laws, procedures, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all transportation projects where feasible.

To assist in establishing Complete Streets priorities, the Town will use existing infrastructure planning tools including a pavement management plan, a pedestrian facility condition index, a five-year capital plan, various GIS related maps, MAPC planning documents and traffic volume data. The Town Shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure to assist in prioritizing projects, and assist in eliminating gaps in Town sidewalk, bikeway and recreational trail networks.

The Town will consider the cost-benefit of capital projects when prioritizing the implementation of proposed Complete Streets projects.

Appropriate training of Town staff and decision-makers on the content of Complete Streets principles and best practices through workshops and other appropriate means.

Adopted by vote of the Select Board on

AGENDA ITEM

#13

Discussion/Vote: Intent to Award High School Track and Field Reconstruction Project

Associated back up materials attached:

- *Bid review letter from Gale Associates, Inc.*

Proposed Motion:

I move that the Board vote its intent to award the High School Hanlon track and field reconstruction project to David W. White & Sons, Inc., as discussed.



Gale Associates, Inc.

300 Ledgewood Place, Suite 300 | Rockland, MA 02370

P 781.335.6465 F 781.335.6467

www.galeassociates.com

February 20, 2024

Mr. Peter Pelletier
Town of Medway – Director of Public Works
45 Holliston Street, Door 9
Medway, MA 02053

Re: Bid Review
Track and Field Reconstruction
Medway High School
Medway, MA
Gale JN 719220

Dear Mr. Pelletier:

On February 16, 2024, bids for the above-referenced project were received by the Town of Medway, and a total of eight (8) bids were received. The tabulated bid results are enclosed for your records (Enclosure 1). Per the base bids, David W. White & Sons Inc. (David White) was the apparent low bidder, with Argus Construction Corp. (Argus) the second lowest bidder, M.J. Cataldo, Inc. (MJC) the third lowest bidder, R.A.D Sports (RAD) the fourth lowest bidder, Heimlich Landscaping & Construction Corp. (Heimlich) the fifth lowest bidder, Lawrence-Lynch Corp. (Lawrence-Lynch) the sixth lowest bidder, FieldTurf USA Inc. (FieldTurf) the seventh lowest bidder, and Green Acres Landscape & Construction Co. Inc. (Green Acres) the eighth and highest bidder.

REVIEW OF BID PACKAGES

Gale Associates, Inc. (Gale) reviewed the bid packages submitted by the two (2) apparent low bidders for completeness and signatures. The following summarizes our findings and opinions.

David W. White & Sons Inc. (David White)

David White's bid package was complete, properly executed, and included the required forms. David White acknowledged the addenda. Their final base bid was \$1,790,000.00, with an Alternate #1 bid of \$60,620.00. The reference projects provided generally include the construction of athletic fields and facilities ranging in cost from \$1,696,267.00 to \$7,419,624.00.

Gale is familiar with David White, having completed several similar athletic facilities projects with them in the past, as detailed in the reference section below.

SINCE 1964

Connecticut | Florida | Maine | Maryland | Massachusetts | New Hampshire | Virginia



Argus Construction Corp. (Argus)

Argus's bid package was complete, properly executed, and included the required forms. Argus acknowledged the addenda. Their final base bid was \$1,863,750.00, with an Alternate #1 bid of \$86,000.00. The reference projects provided generally include the construction of athletic fields and facilities ranging in cost from \$405,000.00 to \$10,126,000.00.

Gale is familiar with Argus, having completed several similar athletic facilities projects with them in the past, as detailed in the reference section below.

REVIEW OF ALTERNATES

Based on Gale's review of the alternate, the apparent low bidder would be David White.

REVIEW OF REFERENCE CHECKS

References for David White and Argus were not contacted based on their recent projects with Gale.

David W. White & Sons Inc (David White)

Gale is familiar with David White, having completed multiple projects with them. A few recent projects include:

- Algonquin Regional High School, Northborough, MA
- Lynnfield Middle School Improvements, Lynnfield, MA
- Triton Regional High School, Newbury, MA

Gale has been generally satisfied with David White's performance and each of these projects was completed successfully.

Argus Construction Corp. (Argus)

Gale is familiar with Argus, having completed multiple projects with them. A few recent projects include:

- Bishop Feehan High School Stadium, North Attleboro, MA
- Norwood High School Track and Field Improvements, Norwood, MA
- Quincy High School Track, Quincy, MA

Gale has been generally satisfied with Argus's performance and each of these projects was completed successfully.

Mr. Peter Pelletier
Town of Medway
Re: Bid Review – Track and Field Reconstruction
February 20, 2024
Page 3



SUMMARY

Based on Gale's initial review of David White's bid submission, reference projects, and the anticipated project scope, it is Gale's opinion that David W. White & Son, Inc. is the lowest responsible and eligible bidder for award of the contract. As David White appears to comply with the bid requirements, we can find no objection to the Town of Medway finding them to be the lowest responsible bidder for award.

If it is the intention of the Town of Medway to award and enter into a contract with David White, upon your direction, we will prepare an "Intent to Award" notification letter addressed to David White.

We trust this information serves your needs at this time. Should you have any questions or require any additional information, please do not hesitate to contact the undersigned.

Best regards,

GALE ASSOCIATES, INC.

Kathleen D. Hervol/lad

Kathleen D. Hervol
Sr. Project Manager

Colleen E. Fowler, P.E./lad

Colleen E. Fowler, P.E.
Project Engineer

KDH/CEF

Enclosures:

- Enclosure 1 – Bid Results Tabulation

CC:

- Gale Team (KDH, CEF)

PROJECT NAME

GALE JN

DATE

Medway High School Track and Field Reconstruction

719220

February 16, 2024 @ 2:00 pm



Contractor/Turf System	Acknowledge Addendum No. 1	Acknowledge Addendum No. 2	Base Bid Amount	Alt. No. 1 - Fencing	TOTAL (with alternates)	Certification of Non-Collusion	Certificate of Corporation	Certificate of Prevailing Wage	Certification Required by Law	Certificate of Vote	Bid Bond	Contractor Experience/Qualification Statement
David W. White & Son, Inc.	Y	Y	\$1,790,000.00	\$60,620.00	\$1,850,620.00	X	X	X	X	X	X	X
MJ Cataldo	Y	Y	\$1,880,000.00	\$81,300.00	\$1,961,300.00	X	X	X	X	X	X	X
Green Acres	Y	Y	\$2,170,000.00	\$67,740.00	\$2,237,740.00	X	X	X	X	X	X	X
Argus	Y	Y	\$1,863,750.00	\$86,000.00	\$1,949,750.00	X	X	X	X	X	X	X
FieldTurf	Y	Y	\$2,156,906.00	\$69,476.11	\$2,226,382.11	X	X	X	X	X	X	X
R.A.D. Sports	Y	Y	\$1,959,415.00	\$76,955.00	\$2,036,370.00	X	X	X	X	X	X	X
Lawrence Lynch	Y	Y	\$2,104,640.00	\$94,220.00	\$2,198,860.00	X	X	X	X	X	X	X
Heimlich	Y	Y	\$2,087,000.00	\$57,000.00	\$2,144,000.00	X	X	X	X	X	X	X

AGENDA ITEM

#14

**Discussion/Vote: Acceptance of
Massachusetts General Law (MGL)
Chapter 166, Section 32A, Allowing
Electrical Inspectors to Work for Hire in
the Town in Which They Are Appointed**

Associated back up materials attached:

- *MGL Chapter 166, Section 32A*
- *MGL Chapter 142, Section 12*

*Note: Plumbing and gas inspectors are permitted to do this without a Select Board vote accepting the statute (see MGL c.142, s.12).

Proposed Motion:

I move that the Board vote to accept Mass. General Law Chapter 166, Section 32A, as discussed.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XXII	CORPORATIONS
Chapter 166	TELEPHONE AND TELEGRAPH COMPANIES, AND LINES FOR THE TRANSMISSION OF ELECTRICITY
Section 32A	INSPECTOR OF WIRES WORKING AS ELECTRICIAN; INSPECTION BY ASSISTANT INSPECTOR

Section 32A. In a city, town or district which accepts this section, a licensed electrician who is appointed inspector of wires may practice for hire or engage in the business for which licensed under the applicable provisions of chapter one hundred and forty-one while serving as such inspector; provided, however, that within the area over which he has jurisdiction as wiring inspector he shall not exercise any of his powers and duties as such inspector, including those of enforcement officer of the state electrical code, over wiring or electrical work done by himself, his employer, employee or one employed with him. Any such city, town or district may in the manner provided in the preceding section appoint an assistant inspector of wires who shall exercise the duties of inspector of wires, including those of enforcement officer of the state electrical code, over work so done. Said assistant inspector may act in absence or disability of the local inspector and for his services shall receive like compensation as the city, town or district shall determine.

This section shall take effect upon its acceptance in a city, by vote of the city council, subject to the provisions of the charter of such city; in a town, by vote of the board of selectmen; in a municipality having a town council form of government, by a vote of the town council, subject to the provisions of the charter of such municipality and in a district, by vote as above provided of the cities and towns of the district.

Part I

ADMINISTRATION OF THE GOVERNMENT

Title XX

PUBLIC SAFETY AND GOOD ORDER

Chapter 142

SUPERVISION OF PLUMBING

Section 12

ADDITIONAL INSPECTORS; INSPECTOR ENGAGING IN PLUMBING OR GAS FITTING WORK

Section 12. No inspector of plumbing or inspector of gas fitting shall inspect or approve any plumbing or gas fitting work done by himself, his employer, employee or one employed with him, but in a city or town subject to sections one to sixteen, inclusive, the said inspector of buildings, or the board of health, shall in the manner provided in the preceding section appoint an additional inspector of plumbing or inspector of gas fitting as therein provided, who shall inspect plumbing or gas fitting so done. Said additional inspector may act in the absence or disability of the local inspector and for his services shall receive like compensation.

This section shall not apply to any city or town establishing an annual salary for an inspector of plumbing or inspector of gas fitting, and in such city or town an inspector of plumbing or inspector of gas fitting shall not engage or work at the business of plumbing or gas fitting; provided, however such an inspector may perform the work of a journeyman plumber or gas fitter outside the area over which he exercises jurisdiction as an inspector.

AGENDA ITEM

#15

Action Items from Previous Meeting

Associated back up materials attached:

- *Action Items dated 2/5/2024*

[illegible]

AGENDA ITEM

#16

Town Manager's Report

No associated back up materials.

AGENDA ITEM

#17

Select Board Reports

No associated back up materials.